

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
April 28, 2026 beginning at 6:00 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

**PHONE CALL IN: 669-444-9171
PHONE MEETING ID: 871 1116 4705
COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:
<https://chwd-org.zoom.us/j/87111164705>**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above.

Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at www.chwd.org.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the Chief Board Clerk or Deputy Board Clerk.

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 26WM000117

CL-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

CL-3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8:

Property: Parcel Number 243-0180-002-0000

Agency Negotiators: Steve Anderson, Brian Hensley, Josh
Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos
Urrutia, Kayleigh Shepard, Todd Jordan, Jace Nunes, Mary Elise
Conzelmann, Greg Snarr

Negotiating Parties: Ashwani Kumar, Teresita Kumar

Under Negotiation: Price and Terms of Payment

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

April 28, 2026 6:30 PM Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.



Kayleigh Shepard, Deputy Board Clerk

Dated: April 23, 2026

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
April 28, 2026 beginning at 6:30 PM**



**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

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Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above.

Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at www.chwd.org.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the Chief Board Clerk or Deputy Board Clerk.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – March 24, 2026 (A)

CC-1b. Minutes of the Regular Meeting –March 24, 2026 (A)

CC-1c. Minutes of the Special Meeting – March 31, 2026 (A)

Recommendation:

Approve the minutes of the March 24, 2026 Special and Regular Meetings, and the March 31, 2026 Special Meeting.

CC-2. Revenue Analysis Report for March 2026 (I)

CC-3. Assessor/Collector’s Roll Adjustment for March 2026 (I)

CC-4. Treasurer’s Report for March 2026 (I)

CC-5. Treasurer’s Report of Fund Balances for March 2026 (I)

CC-6. Operating Budget Analysis for March 2026 (I)

CC-7. Capital Projects Summary for March 2026 (I)

CC-8. Warrants for March 2026 (I)

CC-9. Purchase Card Distributions for March 2026 (I)

CC-10. Employee Recognitions (I)

CC-11. Long-Range Agenda (I)

CC-12. Engineering Department Report (I)

CC-13. Operations Department Report (I)

CC-14. Water Supply (I)

CC-15. Water Supply Reliability (I)

CC-16. Water Efficiency (I)

CC-17. Discussion and Possible Action to Approve Amendment to Best Best & Krieger LLP Legal Services Agreement (A)

Recommendation:

Approve the Amendment to the Best Best & Krieger LLP Legal Services Agreement to add (1) advocacy and (2) bond counsel services.

CC-18. Discussion and Possible Action to Approve District Policy 6300 – Investments of District Funds (A)

Recommendation:

Approve District Policy 6300.00 - Investments of District Funds, with minor revisions.

CC-19. Discussion and Possible Action to Call for a November 3, 2026 Election (A)

Recommendation:

Adopt Resolutions 05-2026 (Sacramento County) and 06-2026 (Placer County) calling for a November 3, 2026 election of a Director for a regular 4-year term in Division two and election of a Director for a regular 4-year term in Division three.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. Q1 2026 Strategic Plan Update (I/D)

BUSINESS:

- B-1. Discussion and Possible Action to Approve an Agreement with LaFleur Engineering, Inc. for the Donnanwood Way Water Main Project (A)

Recommendation:

Accept the bid of LaFleur Engineering, Inc. in the amount of \$424,179.60 and establish a contingency fund in the amount of \$42,417.96 (10%), for a total amount of \$466,597.56; and authorize the General Manager to execute an agreement with LaFleur Engineering, Inc.

- B-2. Discussion and Possible Action to Approve the Addition of a Management Technician/Management Analyst Position

Recommendation:

Approve the addition of a Management Technician/Management Analyst position to support Administrative Services functions.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Wheaton/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan/Riehle).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Riehle/Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Conzelmann).
- D-8. RWA Legislative and Regulatory Affairs Update (Conzelmann).
- D-9. Other Reports

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

May 26, 2026	6:30 PM	Regular Meeting
June 23, 2026	6:30 PM	Regular Meeting
August 25, 2026	6:30 PM	Regular Meeting
September 22, 2026	6:30 PM	Regular Meeting
October 27, 2026	6:30 PM	Regular Meeting
November 17, 2026	6:30 PM	Regular Meeting

December 15, 2026 6:30 PM Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610, at least 72 hours prior to the regular meeting in accordance with Government Code Section 54956.



Kayleigh Shepard, Deputy Board Clerk

Dated: April 23, 2026

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
March 24, 2026

The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Sheehan.
Present were:

Caryl F. Sheehan, President
David C. Wheaton, Vice President
Raymond A. Riehle, Director

Also present were:

Steve Anderson, General Counsel
Habib Isaac, IB Consulting
Al Johnson, Strategic Advisor
Annie Liu, Director of Administrative Services
Joshua Nelson, Assistant General Counsel
Hilary Straus, General Manager
Carlos Urrutia, Strategic Advisor
Roderick Wood, Strategic Advisor

VISITORS:

None.

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:01 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section
54956.9: 1 case

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

No reportable action.

CL-3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Section 54956.8:

Property: Parcel Number 243-0180-002-0000
Agency Negotiators: Steve Anderson, Brian Hensley, Josh
Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos Urrutia,
Kayleigh Shepard, Todd Jordan, Jace Nunes, Mary Elise Conzelmann, Greg
Snarr
Negotiating Parties: Ashwani Kumar, Teresita Kumar
Under Negotiation: Price and Terms of Payment

No reportable action.

President Sheehan adjourned the meeting back to open session at 6:18 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:19 p.m.

APPROVED:

KAYLEIGH SHEPARD
Deputy Board Clerk
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 24, 2026

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Sheehan, and roll was called. Present were:

Caryl F. Sheehan, President
David C. Wheaton, Vice President
Raymond A. Riehle, Director

Also present were:

Jennifer Bradlee, Best Best & Krieger Partner
Khandriale Clark, Public Affairs Analyst
Don Gilbert, Partner, Edelstein Gilbert Robson & Smith
Jason Ikerd, Partner, Edelstein Gilbert Robson & Smith
Todd Jordan, Director of Operations
Annie Liu, Director of Administrative Services
Joshua Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering
Mrunal Shah, Best Best & Krieger Partner
Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager
Carlos Urrutia, Strategic Advisor
Roderick Wood, Strategic Advisor

Ashlee Casey, Executive Director, Water Forum

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – February 17, 2026 (A)
- CC-1b. Minutes of the Regular Meeting –February 17, 2026 (A)
- CC-1c. Minutes of the Special Meeting – March 2, 2026 (A)
- CC-1d. Minutes of the Special Meeting – March 9, 2026 (A)

CC-1e. Minutes of the Special Meeting – March 16, 2026 (A)

Recommendation:

Approve the minutes of the February 17, 2026 Special and Regular Meetings, the minutes of the March 2, 2026 Special Meeting, the minutes of the March 9, 2026 Special Meeting, and the minutes of the March 16, 2026 Special Meeting.

- CC-2. Revenue Analysis Report for January and February 2026 (I)
- CC-3. Assessor/Collector’s Roll Adjustment for February 2026 (I)
- CC-4. Treasurer’s Report for February 2026 (I)
- CC-5. Treasurer’s Report of Fund Balances for January and February 2026 (I)
- CC-6. Operating Budget Analysis for January and February 2026 (I)
- CC-7. Capital Projects Summary for January and February 2026 (I)
- CC-8. Warrants for February 2026 (I)
- CC-9. Purchase Card Distributions for February 2026 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report for (I)
- CC-14. Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency (I)
- CC-17. Discussion and Possible Action to Approve Fiscal Management (6000 Series) Policies Update (A)

Recommendation:

1. Approve District Policy 6300.00 – Investments of District Funds, with no revisions.
2. Adopt District Policy 6700.00 – Capital Assets, replacing the previous Fixed Assets Accounting Control Policy.
3. Adopt District Policy 6900.00 – Debt Management, establishing formal guidelines governing the issuance and administration of District debt.

ACTION:

Director Riehle moved, and Vice President Wheaton seconded a motion to approve the Consent Calendar.

The motion carried 3-0 with all Directors voting yes.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

B-1. Discussion and Possible Action to Approve the Water Forum Agreement 2050 (A)

B-2. Discussion and Possible Action to Approve the Third Interagency Agreement (A)

ACTION:

Director Riehle moved, and Vice President Wheaton seconded a motion to approve participation in the Water Forum Agreement 2050 and authorize the General Manager to execute the agreement for the Citrus Heights Water District; and approve and authorize the General Manager to execute the Third Interagency Agreement for the Citrus Heights Water District.

The motion carried 3-0 with all Directors voting yes.

B-3. Discussion and Possible Action to Support Senate Bill 1001 (Archuleta): Utility Workers Identification Card Program (A)

ACTION:

Vice President Wheaton moved, and Director Riehle seconded a motion to approve Citrus Heights Water District taking a support position on SB 1001 and authorize the Board President and/or the General Manager to sign a support letter and any accompanying support materials, as required.

The motion carried 3-0 with all Directors voting yes.

MANAGEMENT SERVICES REPORTS (I):

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Wheaton/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan/Riehle).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Riehle/Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Conzelmann).
- D-8. RWA Legislative and Regulatory Affairs Update (Conzelmann).
- D-9. Customer Advisory Committee (Riehle/Conzelmann).
- D-10. Other Reports.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:04 p.m.

APPROVED:

KAYLEIGH SHEPARD
Deputy Board Clerk
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
March 31, 2026

The Special Meeting of the Board of Directors was called to order at 6:03 p.m. by President Sheehan.
Present were:

Caryl F. Sheehan, President
David C. Wheaton, Vice President
Raymond A. Riehle, Director

Also present were:

Steve Anderson, General Counsel
Todd Jordan, Director of Operations
Josiah Keane, Swing Strategies, Chief Strategy Officer
Annie Liu, Director of Administrative Services
Joshua Nelson, Assistant General Counsel
Adam Probolsky, Probolsky Research, President
Megan Selling, Senior Accountant
Hilary Straus, General Manager
Carlos Urrutia, Strategic Advisor

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:04 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section
54956.9: 1 case

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court, Case No.
24WM000064

No reportable action.

President Sheehan adjourned the meeting back to open session at 6:06 p.m.

STUDY SESSION:

S-1. Receive and provide direction on customer engagement efforts and strategy. (I/D)

The Board provided consensus direction to initiate a customer survey.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

D-1. Other reports.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:04 p.m.

APPROVED:

KAYLEIGH SHEPARD
Deputy Board Clerk
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

**CITRUS HEIGHTS WATER DISTRICT
March 2026
REVENUE ANALYSIS**

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,665,822	1,148,260	178,623	82,425	399,161	142,646

General Ledger Balance	Total
Outstanding A/R	1,755,990.60
Outstanding Liens	-
Outstanding Grants	-
A/R Other	-
Less Unapplied Payments	(146,772)
Total	\$ 1,609,218
Diff	\$ (56,604)

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
March 31, 2026**

LID	CID	Charge Type	Trans.Date	Reason For Cancellation	Amount
08932	34025	DEFAULT	2/10/2026	ONE TIME COURTESY	8.01
03077	41391	DEFAULT	3/10/2026	ONE TIME COURTESY	4.30
05027	17835	DEFAULT	2/24/2026	ONE TIME COURTESY	7.83
13802	39306	DEFAULT	2/10/2026	ONE TIME COURTESY	4.25
11247	9983	DEFAULT	2/24/2026	ONE TIME COURTESY	8.60
09709	42676	DEFAULT	2/24/2026	ONE TIME COURTESY	8.24
17436	38175	DEFAULT	2/17/2026	ONE TIME COURTESY	5.95
17225	40186	DEFAULT	2/17/2026	ONE TIME COURTESY	7.25
03427	3128	DEFAULT	3/16/2026	ONE TIME COURTESY	7.66
04373	32492	DEFAULT	3/16/2026	ONE TIME COURTESY	8.06
18894	44070	DEFAULT	3/16/2026	ONE TIME COURTESY	12.98
04736	4211	DEFAULT	2/24/2026	ONE TIME COURTESY	7.90
04701	28530	DEFAULT	2/24/2026	ONE TIME COURTESY	6.95
05893	5235	DEFAULT	3/10/2026	ONE TIME COURTESY	7.75
01249	1077	DEFAULT	2/17/2026	ONE TIME COURTESY	7.86
20007	10916	DEFAULT	3/30/2026	ONE TIME COURTESY	8.77
00242	36142	DEFAULT	1/20/2026	ONE TIME COURTESY	9.09
19586	40737	DEFAULT	1/20/2026	ONE TIME COURTESY	8.01
12269	2627	DEFAULT	2/10/2026	ONE TIME COURTESY	8.62
04986	25412	DEFAULT	2/24/2026	ONE TIME COURTESY	8.37
03577	3272	DEFAULT	2/10/2026	ONE TIME COURTESY	6.59

March 31, 2026

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for March 2026

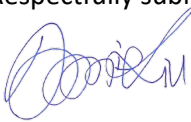
The attached Investment Report for March 2026 is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$34,196,252 with \$9,612,932 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and BMO Bank.

Investments with original cost of \$24,257,144 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield, and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

The Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Annie Y. Liu", is written over the typed name.

Annie Y. Liu

Director of Administrative Services/Treasurer


TREASURER'S REPORT TO THE BOARD OF DIRECTORS**For March 31, 2026****Summary of Funds**

Fund Name	Par Amount	Book Value	Original Cost	Market Value
BMO Checking Plus Money Market Funds	3,287,205	3,287,205	3,287,205	3,287,205
Local Agency Investment Fund (LAIF)	59,059	59,059	59,059	59,059
California Asset Management Program (CAMP)	6,266,668	6,266,668	6,266,668	6,266,668
CHWD Investment CORE	24,974,637	24,583,321	24,257,144	24,652,304
Total	34,587,568	34,196,252	33,870,075	34,265,235


TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For March, 2026
Funds Reconciliation

BMO Beginning Balance 3/1/26			\$2,584,408
RECEIPTS/TRANSFERS:			
Receipts	2,160,431		
		<u>2,160,431</u>	
DISBURSEMENTS/TRANSFERS:			
Checks Issued / ACH Payments	845,689		
Returned Checks	6,071		
Bank fees	9,040		
Payroll	596,835		
		<u>1,457,635</u>	<u>702,796</u>
Balance Per Bank 03/31/2026			<u>3,287,205</u>
Outstanding Transactions			<u>(18,442)</u>
Balance Per Books 03/31/2026			<u>3,268,763</u>
RECONCILEMENT:			
BMO Checking Plus Money Market Funds			\$3,287,205
CAMP Pool Account			\$6,266,668
Local Agency Investment Fund			\$59,059
TOTAL LIQUIDY BALANCE			<u>9,612,931</u>
CASH & INVESTMENT SUMMARY:			
CHWD-Liquidity			9,612,931
CHWD-Investment Core			<u>24,583,321</u>
Total			<u>34,196,252</u>

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.



ANNIE Y. LIU
 Treasurer
 3/31/2026



HILARY M. STRAUS
 Secretary

Monthly Investment Report Citrus Heights Water District

March 31, 2026

Total Aggregate Portfolio

Contents

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Month End Commentary - March 2026

Spring is here, bringing longer days and volatile weather with it. Meanwhile in capital markets, the length of the day stayed the same, but there was certainly no shortage of volatility. Stocks plunged in March with the S&P 500 falling by 5% while interest rates spiked. The yield on the policy-sensitive 2-year Treasury note rose by 42 basis points to 3.80% while 10-year yields increased by 38 basis points to 4.32%. March's market turmoil was driven by escalating tensions in the Iranian conflict that sent oil prices surging, leading market participants to fear an oil shock that could result in a global inflation spike and slower economic growth.

While we received a good deal of economic data in March along with a FOMC meeting that brought the Fed's first official projections of 2026, it all played second fiddle to rising geopolitical tensions amid the ongoing conflict in Iran that began on the last day of February. Within two weeks of the start of the conflict, oil surged over 40%, topping \$100 a barrel. Equities and bonds both traded lower, reminding investors of the 1970's oil shocks that ignited inflation and slowed economic growth. A price spike of this scale in a commodity that the global economy is dependent on has markets fearing that businesses would be forced to pass along higher prices driven by rising supplier and shipping costs. Crucially, the Strait of Hormuz, a critical waterway for oil, fertilizers, and critical minerals, remains closed, risking a greater supply shock and further adding to inflationary pressures.

Meeting for the second time this year, the FOMC voted to leave the federal funds rate unchanged in what was a widely expected decision as the committee continues to grapple with above-target inflation and a softening labor market. In their official Summary of Economic Projections, the Fed revised their growth and inflation forecasts higher while keeping their projections for unemployment largely unchanged. Powell acknowledged the ongoing conflict in Iran stating that the impact of the war is uncertain but pointed out that longer term inflation expectations remain well anchored allowing the Fed to see through short-term geopolitical shocks when guiding policy. The recent rise in oil prices will surely show up in headline inflation measures however, the Fed does not have tools to address supply shocks and therefore will focus on core prices, inflation expectations and of course the job market. The labor market beat expectations in March, adding 178 thousand jobs after a revised contraction of 133 thousand in February. The March payrolls report ran counter to the labor market's gradually cooling theme, with broad job gains across categories and the unemployment rate falling to 4.3%.

Credit spreads widened for a third consecutive month in March and are now trading near their rolling 5-year averages, which has led us to start building allocations closer to neutral relative to respective targets. With the Fed likely on hold for some time, we view the recent back-up in yields as an opportunity to anchor portfolio earnings by maintaining durations aligned with benchmark targets.

Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	4.00%
1 year note	3.67%
2 year note	3.48%
3 year note	3.68%
5 year note	3.80%

Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.29%	3.63%	0.23
ICE BAML 0-1 Year Treasury	0.24%	3.76%	0.5
ICE BAML 0-3 Year Treasury	-0.23%	3.80%	1.41
ICE BAML 0-5 Year Treasury	-0.53%	3.83%	2.08

Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	03/31/2025	01/31/2026	02/28/2026	03/31/2026	1 Month Change	12 Month Change
3 month bill	4.29%	3.65%	3.65%	3.67%	0.02%	-0.62%
6 month bill	4.22%	3.62%	3.62%	3.69%	0.07%	-0.53%
1 year bill	4.02%	3.46%	3.48%	3.66%	0.18%	-0.37%
2 year note	3.88%	3.52%	3.37%	3.79%	0.42%	-0.09%
3 year note	3.87%	3.59%	3.38%	3.82%	0.44%	-0.06%
5 year note	3.95%	3.79%	3.50%	3.94%	0.44%	-0.01%
10 year note	4.21%	4.24%	3.94%	4.32%	0.38%	0.11%

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

Category

Policy Diversification Constraint	Policy Limit	Actual Value*	Status
US Treasury Obligations Maximum % of Holdings	100.000	32.411	Compliant
US Agency Callable Securities Maximum % of Total Portfolio	25.000	0.000	Compliant
US Agency Obligations Issuer Concentration	35.000	12.405	Compliant
US Agency Obligations Maximum % of Holdings	100.000	21.196	Compliant
Supranationals - Issuer is IADB, IBRD, or IFC	0.000	0.000	Compliant
Supranationals Issuer Concentration	5.000	2.799	Compliant
Supranationals Maximum % of Holdings	15.000	6.319	Compliant
Municipal Bonds - Other States Outside of CA	25.000	1.126	Compliant
Municipal Bonds - Other States Outside of CA Issuer Concentration	10.000	1.126	Compliant
Municipal Bonds - State of California	25.000	0.472	Compliant
Municipal Bonds - State of California Issuer Concentration	10.000	0.472	Compliant
Municipal Bonds CA Entities Issuer Concentration	10.000	0.702	Compliant
Municipal Bonds CA Entities Max. % of Holdings	30.000	2.786	Compliant
Mortgages, CMOs and Asset Backed Securities Issuer Concentration	5.000	0.194	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum % of Holdings	20.000	0.354	Compliant
Corporate Notes Issuer Concentration	5.000	0.000	Compliant
Corporate Notes Maximum % of Holdings	25.000	7.627	Compliant
Corporate Notes must be Issued by US Corporation	0.000	0.000	Compliant
Commercial Paper Issued and Operating in the US	0.000	0.000	Compliant
Commercial Paper Issuer Concentration	5.000	0.000	Compliant
Negotiable CDs Issuer Concentration	5.000	0.000	Compliant
Negotiable CDs Maximum % of Holdings	10.000	0.000	Compliant
Non-Negotiable CDs Issuer Concentration	5.000	0.000	Compliant
Non-Negotiable CDs Maximum % of Holdings	10.000	0.000	Compliant
Banker's Acceptance Issuer Concentration	5.000	0.000	Compliant
Banker's Acceptance Maximum % of Holdings	20.000	0.000	Compliant
Money Market Issuer Concentration	20.000	3.710	Compliant
Money Market Maximum % of Holdings	20.000	3.810	Compliant
LGIP Maximum % of Holdings	100.000	0.172	Compliant
Bank Time Deposits/Savings Accounts Issuer Concentration	50.000	5.884	Compliant
Bank Time Deposits/Savings Accounts Maximum % of Holdings	100.000	5.910	Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

Category			
JPA Pool Max % Holdings	50.000	18.289	Compliant

1) Actual values are based on market value.
2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

Category			
Policy Maturity Structure Constraint	Policy Limit	Actual %	Status
Maturity Constraints Under 5 years Minimum % of Total Portfolio	100.000	100.000	Compliant
Policy Maturity Constraint	Policy Limit	Actual Term	Status
US Treasury Maximum Maturity At Time of Purchase (years)	5.000	5.000	Compliant
US Agency Maximum Maturity At Time of Purchase (years)	5.000	4.997	Compliant
Supranationals Maximum Maturity At Time of Purchase (years)	5.000	4.943	Compliant
Municipals Maximum Maturity At Time of Purchase (years)	5.000	4.995	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum Maturity At Time of Purchase (years)	5.000	4.565	Compliant
Corporate Maximum Maturity At Time of Purchase (years)	5.000	4.833	Compliant
Commercial Paper Days to Final Maturity (days)	397.000	0.000	Compliant
Negotiable CDs Maximum Maturity At Time of Purchase (years)	1.000	0.000	Compliant
Non-Negotiable CDs Maximum Maturity At Time of Purchase (years)	1.000	0.000	Compliant
Banker's Acceptance Maximum Maturity At Time of Purchase (days)	180.000	0.000	Compliant
Weighted Average Maturity (years)	3.000	1.646	Compliant
Policy Credit Constraint			Status
Supranationals Ratings AA-/Aa3/AA- or better (Rated by 1 NRSRO)			Compliant
Municipal Bonds Ratings Minimum A-/A3/A- (Rated by 1 NRSRO)			Compliant
Mortgages, CMOs and Asset Backed Securities Minimum Credit Rating AA-/Aa3/AA- (Rated by 1 NRSRO)			Compliant
Corporate Notes Ratings Minimum A-/A3 (Rated by 1 NRSRO)			Compliant
Commercial Paper Ratings Minimum A1/P1/F1 (Rated by 1 NRSRO)			Compliant
Commercial Paper Minimum Long Term Rating A-/A3/A- (Rated by 1 NRSRO)			Compliant
Money Market Ratings Minimum AAA/Aaa/AAA (Rated by 1 NRSRO)			Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Summary Overview

Citrus Heights Water District | Total Aggregate Portfolio

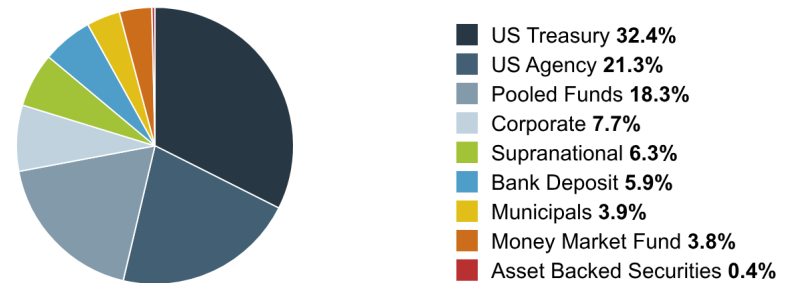


March 31, 2026

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	9,656,396.82
Investments (Market Value + Accrued)	24,817,393.05
Book Yield	3.86%
Market Yield	3.63%
Effective Duration	1.51
Years to Maturity	1.65
Avg Credit Rating	AA+

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Original Cost	Book Value	Market Value	Net Unrealized Gain (Loss)	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
CHWD-Investment Core	24,974,636.76	24,257,144.35	24,583,320.84	24,652,304.30	68,983.47	4.21%	2.10	2.08	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	9,612,931.14	9,612,931.14	9,612,931.14	9,612,931.14	0.00	2.97%	0.01	0.08	ICE BofA US 1-Month Treasury Bill Index
Total	34,587,567.90	33,870,075.49	34,196,251.98	34,265,235.44	68,983.47	3.86%	1.51		

Portfolio Activity

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2026)
Beginning Book Value	33,394,186.58	33,593,730.72
Maturities/Calls	(300,000.00)	(1,650,000.00)
Purchases	427,656.25	2,719,726.57
Sales	0.00	0.00
Change in Cash, Payables, Receivables	676,316.57	(464,103.22)
Amortization/Accretion	14,905.82	43,780.85
Realized Gain (Loss)	0.00	0.00
Ending Book Value	34,196,251.98	34,196,251.98

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2026)
Beginning Market Value	33,677,097.15	33,826,811.21
Maturities/Calls	(300,000.00)	(1,650,000.00)
Purchases	427,656.25	2,719,726.57
Sales	0.00	0.00
Change in Cash, Payables, Receivables	676,316.57	(464,103.22)
Amortization/Accretion	14,905.82	43,780.85
Change in Net Unrealized Gain (Loss)	(213,927.10)	(164,097.01)
Net Realized Gain (Loss)	0.00	0.00
Ending Market Value	34,265,235.44	34,265,235.44

Maturities/Calls	Market Value
Month to Date	(300,000.00)
Fiscal Year to Date	(1,650,000.00)

Purchases	Market Value
Month to Date	427,656.25
Fiscal Year to Date	2,719,726.57

Sales	Market Value
Month to Date	0.00
Fiscal Year to Date	0.00

Return Management-Income Detail

Citrus Heights Water District | Total Aggregate Portfolio



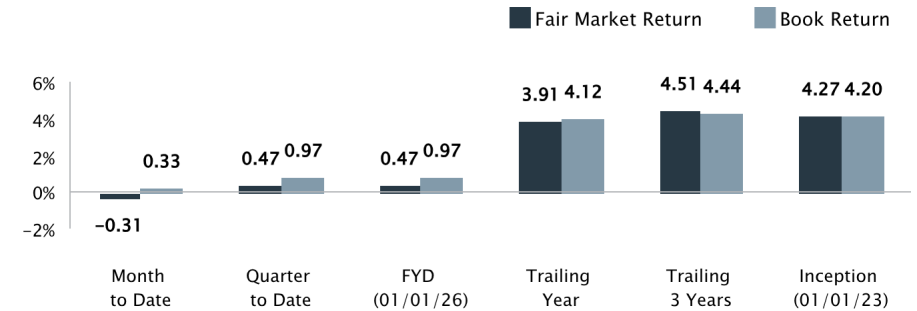
March 31, 2026

Accrued Book Return

	Month to Date	Fiscal Year to Date (01/01/2026)
Amortization/Accretion	14,905.82	43,780.85
Interest Earned	95,816.76	282,797.39
Realized Gain (Loss)	0.00	0.00
Book Income	110,722.58	326,578.24
Average Portfolio Balance	33,553,825.41	33,842,718.64
Book Return for Period	0.33%	0.97%

Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



Fair Market Return

	Month to Date	Fiscal Year to Date (01/01/2026)
Fair Value Change	(228,832.92)	(207,877.87)
Amortization/Accretion	14,905.82	43,780.85
Interest Earned	95,816.76	282,797.39
Fair Market Earned Income	(118,110.34)	118,700.38
Average Portfolio Balance	33,553,825.41	33,842,718.64
Fair Market Return for Period	(0.31%)	0.47%

Interest Income

	Month to Date	Fiscal Year to Date (01/01/2026)
Beginning Accrued Interest	200,769.80	205,929.83
Coupons Income	89,217.95	305,743.73
Purchased Accrued Interest	0.00	23,731.93
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	208,554.43	208,554.43
Interest Earned	95,816.76	282,797.39

Security Type Distribution

Citrus Heights Water District | Total Aggregate Portfolio

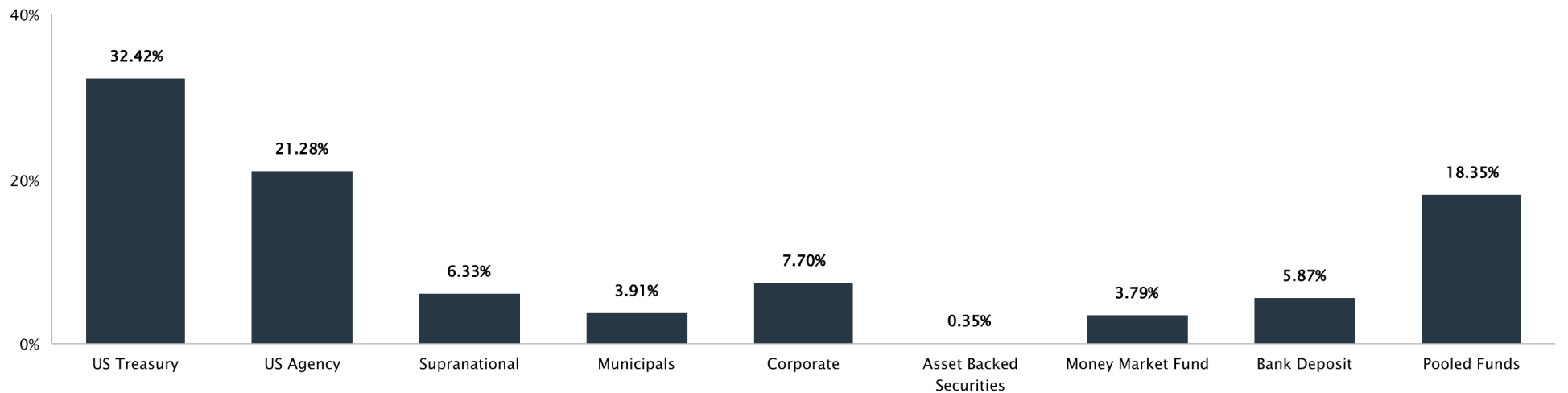


March 31, 2026

Security Type Distribution

Security Type	Par Amount	Book Yield	Market Value + Accrued	% of Market Value + Accrued
US Treasury	11,305,000.00	3.95%	11,176,874.11	32.42%
US Agency	7,375,000.00	4.27%	7,335,357.10	21.28%
Supranational	2,150,000.00	4.33%	2,183,582.60	6.33%
Municipals	1,380,000.00	4.68%	1,346,756.20	3.91%
Corporate	2,600,000.00	4.75%	2,653,258.18	7.70%
Asset Backed Securities	121,171.08	5.30%	121,564.87	0.35%
Money Market Fund	1,305,547.90	3.53%	1,305,547.90	3.79%
Bank Deposit	2,025,122.71	0.00%	2,025,122.71	5.87%
Pooled Funds	6,325,726.21	3.80%	6,325,726.21	18.35%
Total	34,587,567.90	3.86%	34,473,789.87	100.00%

Security Type Distribution



Risk Management-Credit/Issuer

Citrus Heights Water District | Total Aggregate Portfolio

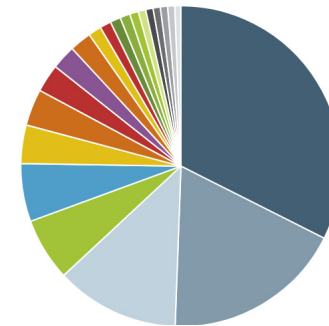


March 31, 2026

Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
S&P		
A	961,122.83	2.79
A+	1,128,893.57	3.27
AA	743,542.42	2.16
AA+	18,901,742.88	54.83
AA-	257,064.78	0.75
AAA	2,778,986.72	8.06
AAAm	1,305,547.90	3.79
NA	8,396,888.77	24.36
Moody's		
A1	1,324,185.87	3.84
A2	152,507.00	0.44
Aa1	19,060,735.90	55.29
Aa2	1,247,537.29	3.62
Aa3	514,041.78	1.49
Aaa	3,766,529.62	10.93
NA	8,408,252.41	24.39
Fitch		
A+	1,076,694.71	3.12
AA	994,656.04	2.89
AA+	18,512,231.21	53.70
AA-	1,166,921.19	3.38
AAA	1,436,173.53	4.17
NA	11,287,113.20	32.74
Total	34,473,789.87	100.00

Issuer Concentration



- United States **32.4%**
- California Asset Management Program **18.2%**
- Farm Credit System **12.5%**
- Federal Home Loan Banks **6.3%**
- Bank of Montreal **5.8%**
- Other **3.9%**
- Money Market Obligations Trust - Federated ... **3.7%**
- International Bank for Reconstruction and De... **2.8%**
- Federal National Mortgage Association **2.5%**
- The World Bank Group **2.2%**
- Inter-American Development Bank **1.3%**
- State of Hawaii **1.1%**
- Toyota Motor Corporation **1.0%**
- Royal Bank of Canada **1.0%**
- Deere & Company **0.9%**
- Morgan Stanley **0.7%**
- The Bank of New York Mellon Corporation **0.7%**
- Citigroup Inc. **0.7%**
- Wells Fargo & Company **0.7%**
- San Ramon Valley Unified School District **0.7%**
- San Mateo County Community College Distric... **0.6%**

Risk Management-Maturity/Duration

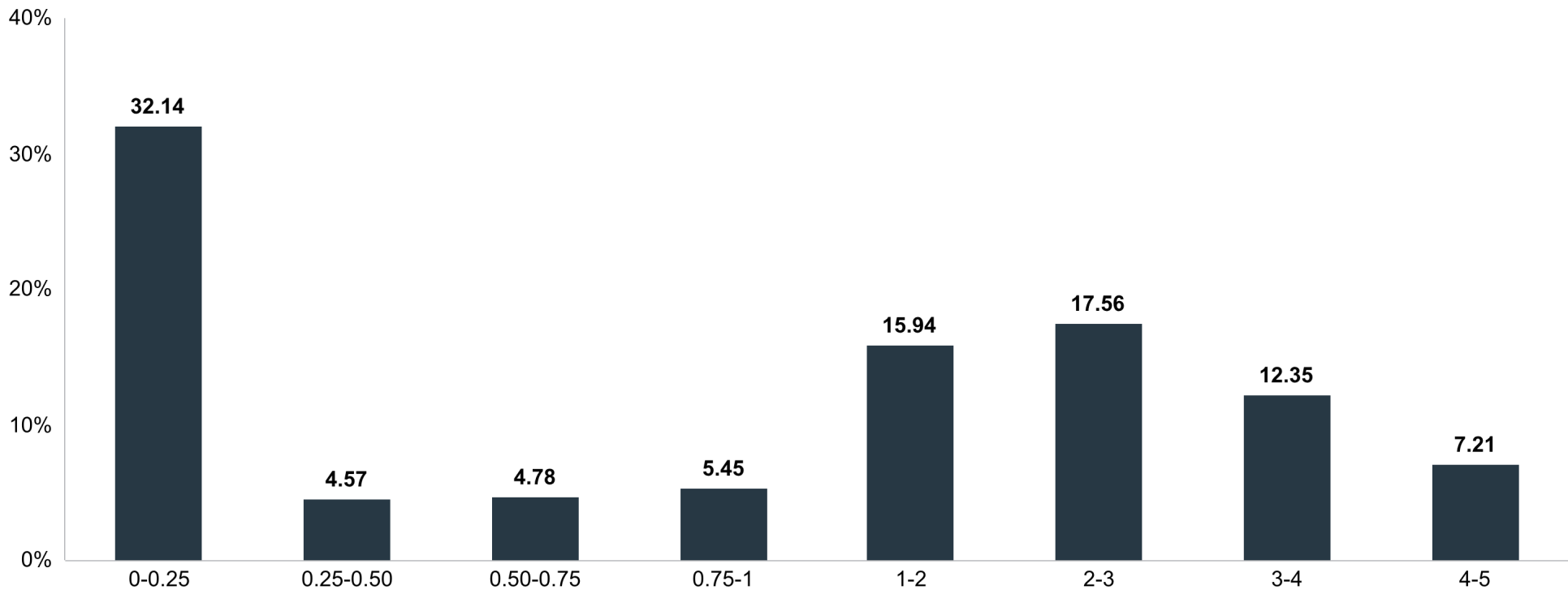
Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

1.51 Yrs	Effective Duration	1.65 Yrs	Years to Maturity	602	Days to Maturity
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Distribution by Effective Duration



Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2026

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
CHWD_BMO_D EP	2,016,061.95	BMO DEPOSIT	0.000%	03/31/2026		2,016,061.95	0.00	2,016,061.95	0.00%	0.00%	5.85	0.01	0.01	NA NA NA
CAL_CAMP	6,266,667.60	CALIFORNIA ASSET MANAGEMENT PROGRAM	3.800%	03/31/2026		6,266,667.60	0.00	6,266,667.60	3.80%	3.80%	18.18	0.01	0.01	NA NA NA
CAL_LGIP	59,058.61	CALIFORNIA LAIF	3.820%	03/31/2026		59,058.61	0.00	59,058.61	3.82%	3.82%	0.17	0.01	0.01	NA NA NA
CCYUSD	8,717.46	Cash	0.000%	03/31/2026		8,717.46	0.00	8,717.46	0.00%	0.00%	0.03	0.01	0.01	AAA Aaa AAA
60934N104	1,271,142.98	FEDERATED HRMS GV O INST	3.520%	03/31/2026		1,271,142.98	0.00	1,271,142.98	3.54%	3.54%	3.69	0.00	0.00	AAAm Aaa AAA
31846V203	34,404.92	FIRST AMER:GVT OBLG Y	3.270%	03/31/2026		34,404.92	0.00	34,404.92	3.27%	3.27%	0.10	0.00	0.00	AAAm Aaa AAA
CCYUSD	343.30	Receivable		03/31/2026		343.30	0.00	343.30			0.00			AAA Aaa AAA
3133EPPR0	400,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625%	04/10/2026		400,080.00	8,787.50	408,867.50	4.72%	3.74%	1.19	0.03	0.02	AA+ Aa1 AA+
14913UAA8	150,000.00	CATERPILLAR FINANCIAL SERVICES CORP	4.350%	05/15/2026		150,042.00	2,465.00	152,507.00	4.78%	4.05%	0.44	0.12	0.12	A A2 A+
3133EPUD5	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.750%	05/28/2026		300,456.00	4,868.75	305,324.75	4.86%	3.72%	0.89	0.16	0.16	AA+ Aa1 AA+
24422EWX3	150,000.00	JOHN DEERE CAPITAL CORP	4.750%	06/08/2026		150,163.50	2,236.46	152,399.96	4.75%	4.10%	0.44	0.19	0.18	A A1 A+
3133EPNG6	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375%	06/23/2026		300,402.00	3,572.92	303,974.92	4.41%	3.74%	0.88	0.23	0.23	AA+ Aa1 AA+
3133EPQC2	250,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625%	07/17/2026		250,595.00	2,376.74	252,971.74	4.68%	3.77%	0.73	0.30	0.29	AA+ Aa1 AA+
78016FZZ0	150,000.00	ROYAL BANK OF CANADA	5.200%	07/20/2026		150,468.00	1,538.33	152,006.33	5.30%	4.11%	0.44	0.30	0.30	A A1 AA-

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2026

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
797272RN3	145,000.00	SAN DIEGO CALIF CMNTY COLLEGE DIST	1.445%	08/01/2026		143,909.60	349.21	144,258.81	4.72%	3.69%	0.42	0.34	0.33	AAA Aa1 NA
94988J6D4	250,000.00	WELLS FARGO BANK NA	5.450%	08/07/2026	07/07/2026	250,837.50	2,043.75	252,881.25	5.46%	4.15%	0.73	0.35	0.26	A+ Aa2 AA-
3133EPSW6	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	08/14/2026		350,756.00	2,056.25	352,812.25	4.53%	3.88%	1.02	0.37	0.36	AA+ Aa1 AA+
3130AWTQ3	350,000.00	FEDERAL HOME LOAN BANKS	4.625%	09/11/2026		351,361.50	899.31	352,260.81	4.81%	3.73%	1.02	0.45	0.44	AA+ Aa1 AA+
91282CLS8	525,000.00	UNITED STATES TREASURY	4.125%	10/31/2026		525,924.00	9,093.23	535,017.23	4.39%	3.81%	1.55	0.59	0.56	AA+ Aa1 AA+
78016EZZ3	200,000.00	ROYAL BANK OF CANADA	1.400%	11/02/2026		196,932.00	1,158.89	198,090.89	5.11%	4.07%	0.57	0.59	0.57	A A1 AA-
13067WRD6	165,000.00	CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV	0.920%	12/01/2026		161,876.55	506.00	162,382.55	5.03%	3.81%	0.47	0.67	0.66	AAA Aa1 NA
17325FBC1	250,000.00	CITIBANK NA	5.488%	12/04/2026	11/04/2026	251,962.50	4,459.00	256,421.50	4.87%	4.13%	0.74	0.68	0.57	A+ Aa3 A+
3130ATVE4	500,000.00	FEDERAL HOME LOAN BANKS	4.500%	12/11/2026		502,545.00	6,875.00	509,420.00	3.86%	3.74%	1.48	0.70	0.67	AA+ Aa1 AA+
91282CJT9	500,000.00	UNITED STATES TREASURY	4.000%	01/15/2027		500,985.00	4,198.90	505,183.90	4.13%	3.74%	1.47	0.79	0.77	AA+ Aa1 AA+
91282Z78	375,000.00	UNITED STATES TREASURY	1.500%	01/31/2027		368,171.25	932.32	369,103.57	4.44%	3.73%	1.07	0.84	0.82	AA+ Aa1 AA+
3130A3DU5	500,000.00	FEDERAL HOME LOAN BANKS	3.000%	03/12/2027		496,570.00	791.67	497,361.67	3.83%	3.74%	1.44	0.95	0.92	AA+ Aa1 AA+
91282CKE0	500,000.00	UNITED STATES TREASURY	4.250%	03/15/2027		502,415.00	981.66	503,396.66	4.24%	3.73%	1.46	0.96	0.93	AA+ Aa1 AA+
3133ENV9	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.875%	04/26/2027		346,979.50	4,332.47	351,311.97	4.52%	3.70%	1.02	1.07	1.03	AA+ Aa1 AA+

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2026

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91412HFP3	200,000.00	UNIVERSITY CALIF REVS	1.366%	05/15/2027		194,470.00	1,032.09	195,502.09	4.47%	3.90%	0.57	1.12	1.09	AA Aa2 AA
3133ERFJ5	500,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	05/20/2027		503,980.00	8,187.50	512,167.50	3.80%	3.77%	1.49	1.14	1.08	AA+ Aa1 AA+
91282CEW7	300,000.00	UNITED STATES TREASURY	3.250%	06/30/2027		297,915.00	2,450.97	300,365.97	4.19%	3.82%	0.87	1.25	1.20	AA+ Aa1 AA+
7994082A6	250,000.00	SAN RAMON VALLEY CALIF UNI SCH DIST	1.184%	08/01/2027		241,370.00	493.33	241,863.33	4.69%	3.86%	0.70	1.34	1.30	AA Aa1 NA
91282CNV9	480,000.00	UNITED STATES TREASURY	3.625%	08/31/2027		478,574.40	1,513.04	480,087.44	3.52%	3.84%	1.39	1.42	1.36	AA+ Aa1 AA+
799038NS9	220,000.00	SAN MATEO CNTY CALIF CMNTY COLLEGE DIST	1.467%	09/01/2027		212,968.80	268.95	213,237.75	4.77%	3.80%	0.62	1.42	1.38	AAA Aaa NA
91282CFM8	300,000.00	UNITED STATES TREASURY	4.125%	09/30/2027		301,230.00	33.81	301,263.81	4.16%	3.84%	0.87	1.50	1.44	AA+ Aa1 AA+
419792DB9	200,000.00	HAWAII ST	3.350%	10/01/2027	04/22/2026	198,368.00	3,350.00	201,718.00	4.51%	3.91%	0.59	1.50	1.26	AA+ Aa2 AA
89236TKL8	150,000.00	TOYOTA MOTOR CREDIT CORP	5.450%	11/10/2027		152,934.00	3,201.88	156,135.88	4.85%	4.18%	0.45	1.61	1.50	A+ A1 A+
12663JAC5	55,021.99	CNH 2022-B A3	3.890%	11/15/2027		55,005.49	95.13	55,100.61	5.37%	4.03%	0.16	1.63	0.18	NA Aaa AAA
023135CP9	150,000.00	AMAZON.COM INC	4.550%	12/01/2027	11/01/2027	151,324.50	2,275.00	153,599.50	4.62%	3.97%	0.45	1.67	1.52	AA A1 AA-
142921AD7	66,149.09	CARMX 2023-2 A3	5.050%	01/18/2028		66,315.79	148.47	66,464.25	5.25%	4.36%	0.19	1.80	0.36	AAA NA AAA
24422EWR6	150,000.00	JOHN DEERE CAPITAL CORP	4.750%	01/20/2028		151,990.50	1,405.21	153,395.71	4.73%	3.98%	0.44	1.81	1.70	A A1 A+
3133EPAV7	250,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875%	02/14/2028		249,645.00	1,264.76	250,909.76	4.15%	3.95%	0.73	1.88	1.78	AA+ Aa1 AA+

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2026

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
912833RY8	700,000.00	UNITED STATES TREASURY	0.000%	02/15/2028		651,868.00	0.00	651,868.00	4.16%	3.83%	1.89	1.88	1.84	AA+ Aa1 AA+
91282CMW8	525,000.00	UNITED STATES TREASURY	3.750%	04/15/2028		524,280.75	9,086.54	533,367.29	3.77%	3.82%	1.55	2.04	1.91	AA+ Aa1 AA+
931142FB4	150,000.00	WALMART INC	3.900%	04/15/2028	03/15/2028	149,880.00	2,697.50	152,577.50	4.35%	3.94%	0.44	2.04	1.88	AA Aa2 AA
46647PDA1	150,000.00	JPMORGAN CHASE & CO	4.323%	04/26/2028	04/26/2027	149,931.00	2,791.94	152,722.94	5.24%	4.36%	0.44	2.07	1.02	A A1 AA-
61690U8B9	250,000.00	MORGAN STANLEY BANK NA	5.504%	05/26/2028	05/26/2027	252,842.50	4,777.78	257,620.28	4.18%	4.48%	0.75	2.15	1.09	A+ Aa3 AA-
91282CCE9	700,000.00	UNITED STATES TREASURY	1.250%	05/31/2028		662,921.00	2,932.69	665,853.69	4.00%	3.82%	1.93	2.17	2.10	AA+ Aa1 AA+
3130AWN63	300,000.00	FEDERAL HOME LOAN BANKS	4.000%	06/30/2028		301,656.00	3,033.33	304,689.33	4.08%	3.74%	0.88	2.25	2.11	AA+ Aa1 AA+
419792YT7	200,000.00	HAWAII ST	1.145%	08/01/2028		187,412.00	381.67	187,793.67	4.62%	3.99%	0.54	2.34	2.26	AA+ Aa2 AA
459058KW2	500,000.00	INTERNATIONAL BANK FOR	4.625%	08/01/2028		508,890.00	3,854.17	512,744.17	4.15%	3.82%	1.49	2.34	2.18	AAA Aaa NA
3133EPUN3	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	08/28/2028		354,690.00	1,443.75	356,133.75	4.33%	3.91%	1.03	2.41	2.26	AA+ Aa1 AA+
91282CDF5	650,000.00	UNITED STATES TREASURY	1.375%	10/31/2028		611,253.50	3,752.76	615,006.26	3.54%	3.82%	1.78	2.59	2.48	AA+ Aa1 AA+
45950VSM9	250,000.00	INTERNATIONAL FINANCE CORP	4.500%	11/27/2028		251,032.50	3,875.00	254,907.50	4.06%	4.33%	0.74	2.66	2.44	AAA Aaa NA
3130AXQK7	500,000.00	FEDERAL HOME LOAN BANKS	4.750%	12/08/2028		511,440.00	7,454.86	518,894.86	4.07%	3.84%	1.51	2.69	2.47	AA+ Aa1 AA+
91282CDW8	425,000.00	UNITED STATES TREASURY	1.750%	01/31/2029		401,442.25	1,232.73	402,674.98	4.00%	3.83%	1.17	2.84	2.72	AA+ Aa1 AA+

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2026

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
4581X0EN4	450,000.00	INTER-AMERICAN DEVELOPMENT BANK	4.125%	02/15/2029		453,447.00	2,371.88	455,818.88	4.23%	3.84%	1.32	2.88	2.67	AAA Aaa NA
45950VSZ0	500,000.00	INTERNATIONAL FINANCE CORP	4.375%	03/27/2029		501,715.00	243.06	501,958.06	4.80%	4.25%	1.46	2.99	2.77	AAA Aaa NA
06405LAH4	250,000.00	BANK OF NEW YORK MELLON	4.729%	04/20/2029	04/20/2028	251,777.50	5,287.28	257,064.78	4.37%	4.36%	0.75	3.05	1.90	AA- Aa2 AA
3133ERDH1	625,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.750%	04/30/2029		641,375.00	12,452.26	653,827.26	4.43%	3.84%	1.90	3.08	2.80	AA+ Aa1 AA+
91282CES6	650,000.00	UNITED STATES TREASURY	2.750%	05/31/2029		628,927.00	5,991.07	634,918.07	4.36%	3.85%	1.84	3.17	2.97	AA+ Aa1 AA+
91282CFC0	500,000.00	UNITED STATES TREASURY	2.625%	07/31/2029		480,900.00	2,175.41	483,075.41	4.10%	3.86%	1.40	3.33	3.14	AA+ Aa1 AA+
91282CFJ5	400,000.00	UNITED STATES TREASURY	3.125%	08/31/2029		390,580.00	1,086.96	391,666.96	3.59%	3.87%	1.14	3.42	3.19	AA+ Aa1 AA+
459058LN1	450,000.00	INTERNATIONAL BANK FOR	3.875%	10/16/2029		450,162.00	7,992.00	458,154.00	4.29%	3.86%	1.33	3.54	3.22	AAA Aaa NA
91282CFY2	500,000.00	UNITED STATES TREASURY	3.875%	11/30/2029		499,885.00	6,493.82	506,378.82	4.12%	3.88%	1.47	3.67	3.35	AA+ Aa1 AA+
3133ETME4	550,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.000%	01/23/2030		551,743.50	4,155.56	555,899.06	4.05%	3.91%	1.61	3.82	3.48	AA+ Aa1 AA+
91282CMU2	600,000.00	UNITED STATES TREASURY	4.000%	03/31/2030		602,154.00	65.57	602,219.57	3.68%	3.90%	1.75	4.00	3.67	AA+ Aa1 AA+
31358DDR2	1,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.000%	05/15/2030		848,530.00	0.00	848,530.00	4.21%	4.02%	2.46	4.12	4.04	AA+ Aa1 AA+
89236TNJ0	200,000.00	TOYOTA MOTOR CREDIT CORP	4.800%	05/15/2030		202,208.00	3,626.67	205,834.67	4.15%	4.50%	0.60	4.12	3.64	A+ A1 A+
91282CHR5	700,000.00	UNITED STATES TREASURY	4.000%	07/31/2030		702,212.00	4,640.88	706,852.88	3.75%	3.92%	2.05	4.33	3.92	AA+ Aa1 AA+

Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91282CHW4	350,000.00	UNITED STATES TREASURY	4.125%	08/31/2030		352,695.00	1,255.43	353,950.43	3.60%	3.93%	1.03	4.42	3.99	AA+ Aa1 AA+
91282CPD7	600,000.00	UNITED STATES TREASURY	3.625%	10/31/2030		592,242.00	9,132.60	601,374.60	3.73%	3.94%	1.74	4.59	4.12	AA+ Aa1 AA+
91282CJX0	600,000.00	UNITED STATES TREASURY	4.000%	01/31/2031		601,218.00	3,977.90	605,195.90	3.75%	3.95%	1.76	4.84	4.33	AA+ Aa1 AA+
91282CKF7	425,000.00	UNITED STATES TREASURY	4.125%	03/31/2031		428,004.75	47.90	428,052.65	3.99%	3.97%	1.24	5.00	4.48	AA+ Aa1 AA+
Total	34,587,567.90		3.345%			34,265,235.44	208,554.43	34,473,789.87	3.86%	3.63%	100.00	1.65	1.51	

Transactions



March 31, 2026

Citrus Heights Water District | Total Aggregate Portfolio

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
Buy										
91282CKF7	US TREASURY 4.125 03/31/31	03/25/2026	03/31/2026	0.00	100.63	425,000.00	427,656.25	0.00	427,656.25	BARCLAY CAPITAL MARKETS
31846V203	FIRST AMER:GVT OBLG;Y	03/26/2026	03/26/2026	0.00	1.00	394,538.31	394,538.31	0.00	394,538.31	Direct
60934N104	FEDERATED HRMS GV O;INST	03/31/2026	03/31/2026	0.00	1.00	694,513.15	694,513.15	0.00	694,513.15	Direct
CAL_CAMP	CALIFORNIA ASSET MANAGEMENT PROGRAM	03/31/2026	03/31/2026	0.00	1.00	20,134.29	20,134.29	0.00	20,134.29	Direct
CHWD_BMO_DEP	BMO DEPOSIT	03/31/2026	03/31/2026	0.00	1.00	8,283.30	8,283.30	0.00	8,283.30	Direct
Total				0.00		1,542,469.05	1,545,125.30	0.00	1,545,125.30	
Sell										
31846V203	FIRST AMER:GVT OBLG;Y	03/31/2026	03/31/2026	0.00	1.00	418,640.37	418,640.37	0.00	418,640.37	Direct
Total				0.00		418,640.37	418,640.37	0.00	418,640.37	
Maturity										
3133EPNV3	FED FARM CR BNKS 4.375 03/30/26 MATD	03/30/2026	03/30/2026	0.00	100.00	300,000.00	300,000.00	0.00	300,000.00	
Total				0.00		300,000.00	300,000.00	0.00	300,000.00	
Coupon										
799038NS9	SAN MATEO CNTY CALIF CMNTY 1.467 09/01/27	03/01/2026	03/01/2026	1,613.70		0.00	0.00	0.00	1,613.70	
3130AWTQ3	FHLBANKS 4.625 09/11/26	03/11/2026	03/11/2026	8,093.75		0.00	0.00	0.00	8,093.75	
3130A3DU5	FHLBANKS 3.000 03/12/27	03/12/2026	03/12/2026	7,500.00		0.00	0.00	0.00	7,500.00	
12663JAC5	CNHET-22B-A3	03/15/2026	03/15/2026	204.38		0.00	(0.00)	0.00	204.38	
142921AD7	CARMAX-232-A3	03/15/2026	03/15/2026	315.36		0.00	0.00	0.00	315.36	
91282CKE0	US TREASURY 4.250 03/15/27	03/15/2026	03/15/2026	10,625.00		0.00	0.00	0.00	10,625.00	
45950VSZ0	IFC 4.375 03/27/29 MTN	03/27/2026	03/27/2026	10,937.50		0.00	0.00	0.00	10,937.50	
3133EPNV3	FED FARM CR BNKS 4.375 03/30/26 MATD	03/30/2026	03/30/2026	6,562.50		0.00	0.00	0.00	6,562.50	
91282CFM8	US TREASURY 4.125 09/30/27	03/31/2026	03/31/2026	6,187.50		0.00	0.00	0.00	6,187.50	
91282CMU2	US TREASURY 4.000 03/31/30	03/31/2026	03/31/2026	12,000.00		0.00	0.00	0.00	12,000.00	
Total				64,039.69		0.00	0.00	0.00	64,039.69	
Custody Fee										
CCYUSD	US DOLLAR	03/25/2026	03/25/2026	0.00		154.16	(154.16)	0.00	(154.16)	
Total				0.00		154.16	(154.16)	0.00	(154.16)	

Transactions

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2026

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
Principal Paydown										
12663JAC5	CNHET-22B-A3	03/15/2026	03/15/2026	0.00		8,026.31	8,026.31	0.00	8,026.31	
142921AD7	CARMAX-232-A3	03/15/2026	03/15/2026	0.00		8,786.94	8,786.94	0.00	8,786.94	
Total				0.00		16,813.25	16,813.25	0.00	16,813.25	
Interest Income										
CAL_CAMP	CALIFORNIA ASSET MANAGEMENT PROGRAM	03/31/2026	03/31/2026	20,134.29		0.00	20,134.29	0.00	20,134.29	
31846V203	FIRST AMER:GVT OBLG;Y	03/31/2026	03/31/2026	343.30		0.00	3.09	0.00	343.30	
60934N104	FEDERATED HRMS GV O;INST	03/31/2026	03/31/2026	3,514.85		0.00	1,817.79	0.00	3,514.85	
Total				23,992.44		0.00	21,955.17	0.00	23,992.44	

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Performance Calculation: Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

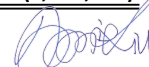
Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



TREASURER'S REPORT OF ACCOUNT BALANCES
March 31, 2026

Fund Name	Beginning Balance 01/1/2026	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 03/31/2026	2026 Target Balance per Policy
Operating Reserve	\$ 4,238,459					\$ 4,238,459	\$ 4,543,050
Operating Fund	\$ 10,879,259	\$ 3,794,333	\$ (4,207,598)	2,160,431	(1,457,635)	\$ 11,168,790	N/A
Rate Stabilization Fund	\$ 1,000,000					\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 3,118,456					\$ 3,118,456	\$ 3,146,633
Restricted for Debt Service	\$ -					\$ -	N/A
Water Supply Reserve	\$ 3,023,173					\$ 3,023,173	N/A
Water Efficiency Reserve	\$ 200,000					\$ 200,000	N/A
Water Meter Replacement Reserve	\$ 2,125,000					\$ 2,125,000	N/A
Water Main Reserve - Project 2030	\$ 6,358,138	\$ 367,777		\$ 184,285		\$ 6,910,199	N/A
Fleet Equipment Reserve	\$ 555,009					\$ 555,009	\$ 471,395
Employment-Related Benefits Reserve	\$ 1,015,536					\$ 1,015,536	\$ 1,015,536
	<u>\$ 32,513,029</u>	<u>\$ 4,162,110</u>	<u>\$ (4,207,598)</u>	<u>\$ 2,344,716</u>	<u>\$ (1,457,635)</u>	<u>\$ 33,354,622</u>	<u>\$ 10,176,614</u>


ANNIE Y. LIU, Treasurer

TREASURER'S REPORT OF FUND BALANCES
March 31, 2026

Fund Transfers Summary:

Operating Fund:

Fund Collected/Transferred	\$ 2,160,431
Fund Disbursed/Transferred	\$ (1,457,635)
Net Fund Transferred:	\$ 702,796

<u>Water Main Reserve - Project 2030</u>	<u>\$ 184,285</u>
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NET CHANGES- ALL FUNDS	<u><u>\$ 887,081</u></u>
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**Citrus Heights Water District
Budget Performance Report
As of 03/31/2026**

CC-06

	Adopted Budget	March 2026 Actual	Year-to-Date Actual	Year-to-Date Encumbered	Budget To-Date	Percent of Total Budget Used
Revenues						
Metered Service Charges	\$14,905,058.35	\$1,350,408.01	\$3,904,308.68	0.00	\$3,726,264.59	26.19%
Metered Water Deliveries	7,817,588.19	271,325.30	883,638.56	0.00	\$1,954,397.05	11.30%
Water Main Replacement Revenue	2,257,294.00	184,284.95	552,061.45	0.00	\$564,323.50	24.46%
Penalties	120,000.00	9,217.00	32,343.10	0.00	\$30,000.00	26.95%
Interest	1,000,000.00	23,649.14	70,123.59	0.00	\$250,000.00	7.01%
Backflow Fees	77,879.17	5,895.46	20,480.85	0.00	\$19,469.79	26.30%
Water Service Install & S&R	46,916.86	4,384.94	9,408.94	0.00	\$11,729.22	20.05%
Grant Funds *	1,500,000.00	0.00	846.75	0.00	\$375,000.00	0.06%
Miscellaneous **	17,770.22	3,005.62	14,538.89	0.00	\$4,442.56	81.82%
Cost Reimbursements	34,286.41	0.00	338.70	0.00	\$8,571.60	0.99%
Income - Wheeling Water	50,000.00	0.00	0.00	0.00	\$12,500.00	0.00%
Income - Connection Fees	96,616.60	8,586.13	48,082.38	0.00	\$24,154.15	49.77%
Total Revenue	27,923,409.80	1,860,756.55	5,536,171.89	0.00	6,980,852.45	19.83%
*Revenue recognized, but not fully collected						
**includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	3,283,400.00	0.00	663,346.69	0.00	820,850.00	20.20%
Ground Water	-	0.00	0.00	0.00	0.00	0.00%
	3,283,400.00	0.00	663,346.69	0.00	820,850.00	20.20%
Labor & Benefits						
Labor Regular	5,917,701.01	425,523.30	1,332,070.98	0.00	1,479,425.25	22.51%
Labor Taxes	448,388.06	64,943.02	209,316.05	0.00	112,097.02	46.68%
Labor External	44,781.00	0.00	0.00	0.00	11,195.25	0.00%
Benefits Med/Den/Vis	955,718.28	79,465.87	226,772.23	0.00	238,929.57	23.73%
Benefits LTD/STD/Life/EAP	91,774.00	8,438.10	24,289.64	0.00	22,943.50	26.47%
Benefits CalPers	582,567.20	39,753.40	103,625.99	0.00	145,641.80	17.79%
Benefits Other	30,993.63	225.84	7,881.56	0.00	7,748.41	25.43%
Benefits OPEB	525,303.02	30,191.31	81,765.27	0.00	131,325.76	15.57%
Benefits GASB 68/PERS UAL	699,490.76	53,743.64	156,029.93	0.00	174,872.69	22.31%
Benefits UAL OPEB	100,639.32	0.00	0.00	0.00	25,159.83	0.00%
Capitalized Labor & Benefit Contra	-	-58,278.38	-170,889.28	0.00	0.00	0.00%
	9,397,356.28	644,006.10	1,970,862.37	0.00	2,349,339.07	20.97%
General & Administrative						
Workers Comp	132,825.05	0.00	26,736.46	0.00	33,206.26	20.13%
Fees & Charges	222,200.00	18,501.84	40,435.91	0.00	55,550.00	18.20%
Regulatory Compliance/Permits	260,600.00	16,086.27	71,035.33	0.00	65,150.00	27.26%
District Events & Recognition	122,150.00	5,307.18	9,647.19	0.00	30,537.50	7.90%
Maintenance/Licensing	318,270.04	21,245.41	53,287.97	0.00	79,567.51	15.86%
Equipment Maintenance	307,470.00	5,651.43	12,307.86	0.00	76,867.50	3.77%
Professional Development	205,850.00	3,211.05	44,302.27	0.00	51,462.50	21.52%
Dues & Subscriptions	231,283.75	26,568.05	103,480.06	0.00	57,820.94	44.74%
Facility Maintenance	81,440.00	14,722.80	16,325.42	2,496.45	20,360.00	20.05%
Fuel & Oil	84,070.00	7,398.20	14,760.49	0.00	21,017.50	17.56%
General Supplies	20,400.00	7,039.86	17,198.77	0.00	5,100.00	84.31%
Insurance - Auto/Prop/Liab/Cyb	231,100.00	16,372.79	47,533.90	0.00	57,775.00	20.57%
Leasing/Equipment Rental	90,820.00	4,307.97	9,565.68	0.00	22,705.00	10.53%
Parts & Materials	222,960.74	75,085.77	93,633.36	45,967.44	55,740.19	36.72%
Postage/Shipping/Freight	91,655.00	12,755.67	21,526.51	0.00	22,913.75	23.49%
Rebates & Incentives	19,000.00	688.45	838.45	0.00	4,750.00	4.41%
Telecom/Network	72,600.00	5,383.05	10,725.47	0.00	18,150.00	14.77%
Tools & Equipment	219,045.53	6,204.01	33,164.33	4,163.49	54,761.38	15.07%
Utilities	457,184.00	16,444.29	29,875.03	0.00	114,296.00	6.53%
Write-Off Bad Debt Exp	-	0.00	0.00	0.00	0.00	0.00%
Capitalized G&A Contra	-	-39,669.53	-113,132.37	0.00	0.00	0.00%
	3,390,924.11	223,304.56	543,248.09	52,627.38	847,731.03	16.02%
Professional & Contract Services						
Support Services	2,844,436.00	231,531.55	324,341.06	0.00	711,109.00	11.40%
Legal Services	654,200.00	44,392.45	97,759.05	0.00	163,550.00	14.94%
Printing Services	97,388.00	7,758.28	15,288.42	0.00	24,347.00	15.70%
	3,596,024.00	283,682.28	437,388.53	0.00	899,006.00	12.16%
Reserves & Debt Services						
			0			

**Citrus Heights Water District
Budget Performance Report
As of 03/31/2026**

CC-06

	Adopted Budget	March 2026 Actual	Year-to-Date Actual	Year-to-Date Encumbered	Budget To-Date	Percent of Total Budget Used
Interest Expense	169,468.75	0.00	143,620.68	0.00	42,367.19	84.75%
Net Increase(Decrease) in Value of Investments	-	0.00	0.00	0.00	0.00	0.00%
	169,468.75	0.00	143,620.68	0.00	42,367.19	84.75%
Total Operating Expenses	19,837,173.14	1,150,992.94	3,758,466.36	52,627.38	4,959,293.29	18.95%
Net Income / (Expense)	\$ 8,086,236.66	\$ 709,763.61	\$ 1,777,705.53	\$ (52,627.38)	\$ 2,021,559.17	21.98%

**Citrus Heights Water District
Budget Performance Report
As of 03/31/2026**

Project Number	Project Name	FY 2026					Project to Date		
		Adopted Budget	Month to Date	Year to Date	Encumbered	Remaining Budget	Project Forecast Budget	Expenditures to Date	Remaining Budget for Total Project
O25C05-001	Annual Facilities Improvements	\$112,000	\$0	\$0	\$0	\$112,000	\$112,000	\$0	\$112,000
O25C10-001	Annual Water Main Pipe Replace	\$33,000	\$0	\$1,072	\$0	\$31,928	\$33,000	\$1,072	\$31,928
O25C11-001	Annual Valve Replacements	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000
O25C12-001	Annual Water Service Connections	\$500,000	\$243,466	\$251,355	\$0	\$248,645	\$500,000	\$251,355	\$248,645
O25C14-001	Annual Fire Hydrants Replace, Upg	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000
O25C20-001	Annual Groundwater Well Improve	\$50,000	\$19,440	\$19,440	\$0	\$30,560	\$50,000	\$19,440	\$30,560
O26T04-001	Annual Tech Hardware & Software	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$100,000
O26C05-001	Annual Facilities Improvements	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000
O26C10-001	Annual Water Main Pipe Replace	\$53,000	\$0	\$0	\$0	\$53,000	\$53,000	\$0	\$53,000
O26C11-001	Annual Valve Replacements	\$135,000	\$1,897	\$16,471	\$0	\$118,530	\$135,000	\$16,471	\$118,530
O26C12-001	Annual Water Service Connections	\$1,510,000	\$62,377	\$153,769	\$0	\$1,356,231	\$1,510,000	\$153,769	\$1,356,231
O26C13-001	Annual Water Meter Replacement	\$130,000	\$12,016	\$31,701	\$0	\$98,299	\$130,000	\$31,701	\$98,299
O26C14-001	Annual Fire Hydrants Replace, Upg	\$175,000	\$5,520	\$22,933	\$0	\$152,067	\$175,000	\$22,933	\$152,067
O26W20-001	Annual Groundwater Well Improve	\$200,000	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$200,000
E26A40-001	Annual Other City Partnerships	\$100,000	\$2,514	\$3,564	\$0	\$96,436	\$100,000	\$3,564	\$96,436
E26C41-001	Misc Infrastructure Projects	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$100,000
Construction in Progress		\$3,348,000	\$347,229	\$500,304	\$0	\$2,847,696	\$3,348,000	\$500,304	\$2,847,696
O26F03-001	Fleet/Field Operations Equip	\$150,000	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$150,000
Fleet and Equipment		\$150,000	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$150,000
E16C34-001	Auburn Blvd-Rusch Park Placer	\$250,000	\$5,070	\$8,173	\$0	\$241,827	\$671,214	\$429,387	\$241,827
E24C03-001	Menke Way	\$103,000	\$0	\$120	\$0	\$102,880	\$103,000	\$120	\$102,880
E25C01-001	Greenback Ln - Birdcage St to	\$1,170,000	\$747	\$2,530	\$0	\$1,167,470	\$1,295,383	\$127,913	\$1,167,470
E25C02-001	Greenback - Sunrise Blvd to Bi	\$878,000	\$0	\$923	\$0	\$877,077	\$917,734	\$40,657	\$877,077
E25C03-001	Donnawood Way	\$505,000	\$3,845	\$5,606	\$0	\$499,394	\$557,504	\$58,110	\$499,394
E25C08-001	Sayonara Dr - Lialana to Ming	\$6,000	\$58	\$2,192	\$0	\$3,808	\$380,640	\$376,832	\$3,808
E26C45-001	Dove and Be Lazy Court	\$350,000	\$0	\$0	\$0	\$350,000	\$350,000	\$0	\$350,000
E26C46-001	Sagitarium Way & Pleides Ave	\$0	\$244	\$1,145	\$0	(\$1,145)	\$0	\$1,145	(\$1,145)
Water Mains		\$3,262,000	\$9,964	\$20,690	\$0	\$3,241,310	\$4,275,475	\$1,034,165	\$3,241,310
O25C04-001	Facilities Mod & Expan (Sylvan)	\$3,000,000	\$113,307	\$118,817	\$0	\$2,881,183	\$12,591,894	\$234,046	\$12,357,848
A25T05-001	ERP System	\$350,000	\$1,604	\$1,604	\$24,585	\$323,811	\$472,128	\$148,317	\$323,811
A25T06-001	SCADA Upgrade	\$120,000	\$0	\$0	\$0	\$120,000	\$125,400	\$5,400	\$120,000
A25C07-001	Facilities Mod & Expan (Madison)	\$9,982,756	\$31,892	\$39,585	\$0	\$9,943,171	\$12,408,106	\$2,464,935	\$9,943,171
Miscellaneous Projects		\$13,452,756	\$146,803	\$160,006	\$24,585	\$13,268,165	\$25,597,528	\$2,852,698	\$22,744,830
O20W07-001	Well #7 Ella	\$1,150,000	\$186,061	\$431,127	\$0	\$718,873	\$5,736,569	\$4,888,290	\$848,279
O23W03-001	Highland Well #8	\$4,481,000	\$0	\$5,876	\$0	\$4,475,124	\$6,400,518	\$1,082,197	\$5,318,321
Wells		\$5,631,000	\$186,061	\$437,003	\$0	\$5,193,997	\$12,137,087	\$5,970,487	\$6,166,600
Grand Totals:		\$25,843,756	\$690,056	\$1,118,004	\$24,585	\$24,701,167	\$45,508,090	\$10,357,656	\$35,150,435

MARCH 2026 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
510000635	MARILYN L HOST	Customer Refund	\$58.39
510000636	VANDA AALGAARD	Customer Refund	\$382.48
510000637	CAROLYN C STEWART	Customer Refund	\$229.62
510000638	PAUL OR BETHANY VENABLE	Customer Refund	\$12.99
510000639	PEDRO CODINA	Customer Refund	\$1,368.31
510000640	ALON C GILBOA	Customer Refund	\$170.23
510000641	WILLIAM NISSEN	Customer Refund	\$50.01
510000642	KENNETH L HERBERT	Customer Refund	\$226.04
510000643	HUMBERTO ESCOBAR	Customer Refund	\$183.79
510000644	TEODORO RAMIREZ	Customer Refund	\$199.36
510000645	CARMELITA OR JIM ABAD	Customer Refund	\$39.77
510000646	IRFAN M YASEEN	Customer Refund	\$579.42
510000647	HAZEL PROPERTIES LLC	Customer Refund	\$30.95
510000648	HERNANDEZ FAMILY TRUST	Customer Refund	\$75.57
510000649	AAA Auto Repair Center	Equipment Maintenance	\$26.64
510000650	AFLAC	Employee Paid Insurance	\$187.46
510000651	Alexander's Contract Services	Contract Services-Meter Reads	\$4,089.18
510000652	Amazon Capital Services	Tools/Equipment	\$766.35
510000653	Batteries Plus Bulbs 310	Supplies	\$62.71
510000654	CDW Government Inc	Tools/Equipment	\$2,064.48
510000655	Citrus Heights Chamber of Commerce	Dues/Subscriptions	\$1,540.00
510000656	City of Citrus Heights- Community Center	Facility Rental	\$7,450.00
510000657	Deluxe	Bank Fees	\$113.75
510000658	Fast Action Pest Control	Contract Services-Miscellaneous	\$184.80
510000659	Hunt and Sons LLC	Fuel	\$1,788.18
510000660	J4 Systems	Contract Services-Other	\$320.00
510000661	Jennifer Liebermann Consulting	Consulting Services	\$3,025.00
510000662	Kei 12 Window Cleaning	Janitorial	\$130.00
510000663	Leaf	Equipment Rental-Office	\$53.41
510000664	Les Schwab Tires	Equipment Maintenance	\$1,023.77
510000665	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$2,041.99
510000666	Napa Auto Parts	Supplies	\$9.13
510000667	Republic Services 922	Utilities	\$484.14
510000668	Scarsdale Security Systems Inc	Contract Services-Other	\$682.41
510000669	SMUD	Utilities	\$884.05
510000670	Sonitrol	Contract Services-Other	\$219.02
510000671	Soroptimist International CH	Dues/Subscriptions	\$88.00
510000672	Verdant Commercial Capital	Equipment Rental-Office	\$753.94
510000673	Verizon Wireless	Telephone-Wireless	\$799.04
510000674	Void	Void	\$0.00
510000675	BOTICA FAMILY TRUST	Customer Refund	\$296.51
510000676	MARYTERESE A HARBAUGH	Customer Refund	\$88.83
510000677	JOHN W LINE	Customer Refund	\$73.79
510000678	VICTORIA C SPADINI FAMILY TRUST	Customer Refund	\$43.44

510000679	MARYAM SARRAFZADEH HONG	Customer Refund	\$12.67
510000680	KAREN PALOMARES	Customer Refund	\$10.88
510000681	MCKENZIE FAMILY TRUST	Customer Refund	\$285.17
510000682	DAVE S WEST	Customer Refund	\$41.69
510000683	SCIOTO PROPERTIES SP 16 LLC	Customer Refund	\$434.51
510000684	ADDISON GUMBS	Customer Refund	\$120.57
510000685	LANA M NAYLOR OR KEVIN J NAYLOR	Customer Refund	\$1.58
510000686	DAVID OR BRITNI L EASTIN	Customer Refund	\$74.41
510000687	CHEUK KIU OR NAJLA AU	Customer Refund	\$67.59
510000688	ELIZABETH T BAKER	Customer Refund	\$2.12
510000689	VIRGIL PATRICK PARRETT	Customer Refund	\$70.33
510000690	BRONSON J OR MIRAYA I AALGAARD	Customer Refund	\$8.14
510000691	Action Asphalt And Concrete	Contract Services-Other	\$21,359.00
510000692	ACWA JPIA	Benefits-Other	\$116.56
510000693	AFLAC	Employee Paid Insurance	\$187.46
510000694	Nancy Alaniz	Retiree Benefits	\$392.90
510000695	Alexander's Contract Services	Contract Services-Meter Reads	\$3,139.56
510000696	Amazon Capital Services	Tools/Equipment	\$906.71
510000697	AREA Portable Services	Equipment Rental-Field	\$128.88
510000698	B and M Builders	Contract Services-Other	\$25,757.90
510000699	Best Best and Krieger	Legal Services	\$22,570.00
510000700	Morgan Black	Rebates	\$125.00
510000701	Blue Jay Trucking Inc	Contract Services-Other	\$1,782.50
510000702	BSK Associates	Water Analysis	\$1,260.39
510000703	Eddie Campbell	Rebates	\$75.00
510000704	Void	Void	\$0.00
510000705	Haley Lyngstad or Christian Mena- Zavala	Rebates	\$150.00
510000706	Robert Churchill	Retiree Benefits	\$556.00
510000707	Citrus Heights Saw and Mower	Tools/Equipment	\$431.00
510000708	City of Citrus Heights	Permits	\$7,788.50
510000709	City of Foster City	Printing Services	\$582.00
510000710	Clean Site Services	Contract Services-Other	\$429.90
510000711	Colantuono Highsmith Whatley PC	Legal Services	\$15,699.50
510000712	Robin Cope	Retiree Benefits	\$556.00
510000713	Core and Main LP	Material	\$3,700.79
510000714	Corelogic Information Solutions Inc	Contract Services-Other	\$251.00
510000715	Steven Corothers	Retiree Benefits	\$496.00
510000716	Timothy Cutler	Retiree Benefits	\$443.00
510000717	Paul Dietrich	Retiree Benefits	\$556.00
510000718	ESRI	Professional Development	\$2,130.00
510000719	Victor Fackrell	Rebates	\$50.00
510000720	Fifth Asset Inc dba Debtbook	Dues	\$5,000.00
510000721	Fortiline Waterworks	Material	\$10,986.31
510000722	Ernestine Freeman	Retiree Benefits	\$202.90
510000723	G 3 Engineering, Inc	Contract Services-Engineering	\$4,078.27
510000724	Harris Industrial Gases	Supplies	\$345.38
510000725	Henley Pacific LA LLC	Equipment Maintenance	\$197.07
510000726	Holt of California	Contract Services-Other	\$922.02
510000727	Integrity Administrators Inc	Benefits-Other	\$225.84

510000728	JPL Investment Corp	Customer Refund	\$183.61
510000729	Gerald Lee	Retiree Benefits	\$556.00
510000730	Les Schwab Tires	Equipment Maintenance	\$1,612.19
510000731	Michael Mariedth	Retiree Benefits	\$489.00
510000732	Rex Meurer	Retiree Benefits	\$443.00
510000733	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$1,678.64
510000734	Lonnie Moore	Retiree Benefits	\$202.90
510000735	Napa Auto Parts	Equipment Maintenance	\$129.95
510000736	New AnswerNet Inc	Telephone-Answering Services	\$342.89
510000737	NHA Advisors LLC	Consulting Services	\$11,565.00
510000738	Occu Med	Contract Services-Other	\$451.20
510000739	Pamela Olsen	Rebates	\$75.00
510000740	Pace Supply Corp	Material	\$9,853.13
510000741	Payrollorg	Dues/Subscriptions	\$624.00
510000742	Pamela Peters	Retiree Benefits	\$443.00
510000743	Print Project Management	Printing Services	\$86.20
510000744	Quick Quack Car Wash	Equipment Maintenance	\$200.00
510000745	Red Wing Shoe Store	Uniforms	\$300.00
510000746	David Rossi	Retiree Benefits	\$443.00
510000747	Mary Lynn Scherrer	Retiree Benefits	\$443.00
510000748	SMUD	Utilities	\$149.31
510000749	Soroptimist International CH	Dues/Subscriptions	\$22.00
510000750	Nick Spiers	Retiree Benefits	\$556.00
510000751	Khaled Swaity	Customer Refund	\$198.61
510000752	Teichert and Son Inc	Material	\$5,540.31
510000753	Melinda M Tupper	Retiree Benefits	\$311.98
510000754	VNS Express Inc. / Nadiya Shumia	Customer Refund	\$1,196.00
510000755	Water Systems Consulting, Inc	Contract Services-Other	\$38,878.63
510000756	Wex Bank	Fuel	\$3,337.34
510000757	WM Corporate Services Inc	Utilities	\$549.64
510000758	CHCMB	Dues/Subscriptions	\$150.00
510000759	JOHNNY OR KAREN A PENA	Customer Refund	\$8.75
510000760	LAWRENCE OR MARY J ROSSINI	Customer Refund	\$103.33
510000761	BARBARA OR ROBERT VALENTI	Customer Refund	\$9.48
510000762	BETTY L STEVENS	Customer Refund	\$30.36
510000763	KAREN AND RONALD G PANICH	Customer Refund	\$805.57
510000764	DIANA V PEEL	Customer Refund	\$26.20
510000765	TURNAGE REVOC TRUST	Customer Refund	\$135.95
510000766	FREDERICK W FARLEY	Customer Refund	\$9.98
510000767	WARREN ADAMS INC	Customer Refund	\$16.44
510000768	CHRISTOPHER W/LINDA M BAKER	Customer Refund	\$6.42
510000769	FARNSLEY FAMILY TRUST	Customer Refund	\$90.48
510000770	CHRISTOPHER D CAMPBELL	Customer Refund	\$165.46
510000771	WILLIAM OR VIRGINIA A GRUENTHAL	Customer Refund	\$70.00
510000772	WILLIAM TANQUARY	Customer Refund	\$21.76
510000773	ALEXANDER EFIMKIN	Customer Refund	\$19.07
510000774	DAVID A/ MARCIA E MCKEAN	Customer Refund	\$23.56
510000775	LINCOLN METZGAR	Customer Refund	\$16.69
510000776	JON/AUDREY YOUNG	Customer Refund	\$12.68

510000777	SCOTT H PUSKA	Customer Refund	\$164.54
510000778	CAITLYN OR CHRISTOPHER LAPPAS	Customer Refund	\$43.46
510000779	KENNETH A PETERSON	Customer Refund	\$148.69
510000780	VICTORIA BUTCHER	Customer Refund	\$48.55
510000781	19six Architects	Contract Services-Engineering	\$136,419.25
510000782	Alexander's Contract Services	Contract Services-Meter Reads	\$2,804.40
510000783	Amazon Capital Services	Tools/Equipment	\$412.62
510000784	B and M Builders	Contract Services-Other	\$25,543.20
510000785	Best Best and Krieger	Legal Services	\$17,108.45
510000786	BSK Associates	Water Analysis	\$1,674.37
510000787	California Landscape Associates Inc	Contract Services-Other	\$245.00
510000788	Carollo Engineers Inc	Contract Services-Engineering	\$21,615.75
510000789	CDW Government Inc	Dues/Subscriptions	\$17,635.96
510000790	Comcast	Equipment Rental-Office	\$106.12
510000791	Consolidated	Equipment Rental-Office	\$3,263.27
510000792	DLT Solutions Inc	Dues/Subscriptions	\$2,391.25
510000793	Ferguson Enterprises Inc 1423	Material	\$2,666.81
510000794	Fluid Conservation Systems, Inc	Contract Services-Other	\$4,500.00
510000795	Indoor Environmental Services	Equipment Maintenance-Office	\$1,919.50
510000796	J and A Steam LLC	Contract Services-Other	\$950.00
510000797	J4 Systems	Contract Services-Other	\$3,251.37
510000798	Kenwave Solutions Inc	Contract Services-Other	\$5,000.00
510000799	Yamasaki Landscape Architecture	Contract Services-Engineering	\$2,500.00
510000800	Loewen Pump Maintenance	Contract Services-Wells	\$19,440.00
510000801	Lowe's	Supplies	\$1,480.05
510000802	Lund Construction	Contract Services-Engineering	\$17,947.54
510000803	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$2,044.23
510000804	Napa Auto Parts	Supplies	\$8.30
510000805	Pace Supply Corp	Material	\$5,053.72
510000806	Pacific Gas and Electric	Utilities	\$112.27
510000807	PB Electric Inc	Contract Services-Wells	\$5,000.00
510000808	Protective Life Insurance Company	Benefits-Other	\$2,121.53
510000809	Red Wing Shoe Store	Uniforms	\$276.37
510000810	Road Tech Safety Services Inc	Contract Services-Other	\$400.00
510000811	SMUD	Utilities	\$13,587.64
510000812	T Mobile	Telephone-Wireless	\$1,368.86
510000813	Tee Janitorial & Maintenance	Janitorial	\$5,978.00
510000814	TERRAVERDE ENERGY LLC	Consulting Services	\$1,292.50
510000815	Wolf Consulting	Consulting Services	\$10,650.00
510000816	Zanjero	Contract Services-Other	\$3,002.50
510000817	ZORAN BOSANAC OR ZVEZDANA TAFOYA	Customer Refund	\$19.98
510000818	THOMAS L/MARY E ASHER	Customer Refund	\$20.26
510000819	BERNARD OR SHEILA LAPOLLA	Customer Refund	\$289.18
510000820	MANOOCHEHR SADIGHIAN OR ZOHREH ZARRABI	Customer Refund	\$27.58
510000821	SANDRA COHEN REV TRST	Customer Refund	\$34.51
510000822	LESTER BENNETT	Customer Refund	\$49.13
510000823	MICHAEL OR JELENA GRIZELJ	Customer Refund	\$163.26
510000824	JERI DEWITT	Customer Refund	\$6.92
510000825	MARY ELLEN DOWNS	Customer Refund	\$50.97
510000826	RALPH/EDNA A PERI	Customer Refund	\$33.10
510000827	RICHARD OR INGEBORG ARMSTRONG	Customer Refund	\$49.59
510000828	KENNETH OR KIMBERLY A BARBEIRO	Customer Refund	\$109.74
510000829	SANDRA REICHELDERFER	Customer Refund	\$60.26
510000830	GEORGE OR JEANNE M HAYES	Customer Refund	\$127.33
510000831	SACRAMENTO METRO PROPERTIES INC	Customer Refund	\$29.73

510000832	ROSALBA HEREDIA	Customer Refund	\$171.15
510000833	KELLER WILLIAMS REALTY	Customer Refund	\$396.07
510000834	DONOVAN N/AMY M DOYON	Customer Refund	\$26.43
510000835	MITHELL RAY MCEFEE	Customer Refund	\$10.95
510000836	DAVID OR SUSAN J SHELL	Customer Refund	\$46.28
510000837	MARK OR ANNALEE M WEIGHT	Customer Refund	\$9.54
510000838	GREG FALES	Customer Refund	\$177.85
510000839	WERKING INC	Customer Refund	\$209.60
510000840	FRESHTEH M JENABIAN	Customer Refund	\$7.79
510000841	CHRISTOPHER OR DIAN L WATSON	Customer Refund	\$80.73
510000842	WILLIAM NISSEN	Customer Refund	\$483.66
510000843	RIVER CAPITAL INVESTMENTS LLC	Customer Refund	\$81.18
510000844	NSKR PROPERTIES LLC	Customer Refund	\$8.31
510000845	JIRAWAN OR SHAWN M WILLIS	Customer Refund	\$25.06
510000846	TREVOR J OR FELICIA L SCHERZ	Customer Refund	\$61.52
510000847	STACEY R SCALLAN	Customer Refund	\$13.00
510000848	JUSTIN MORGAN OR PALINA CHORDAS	Customer Refund	\$7.00
510000849	THD ENTERPRISES INC	Customer Refund	\$876.17
510000850	Void	Void	\$0.00
510000851	BEHNAZ SAFI SAMGHABADI	Customer Refund	\$1,614.73
510000852	KOZER DEVELOPMENT INC	Customer Refund	\$12.14
510000853	Alexander's Contract Services	Contract Services-Meter Reads	\$1,586.88
510000854	Amazon Capital Services	Tools/Equipment	\$1,399.26
510000855	Automate Mailing Service	Contract Services-Other	\$8,484.38
510000856	Dario Avetisov	Rebates	\$88.45
510000857	BWD General Engineering Contractors	Contract Services-Wells	\$176,892.38
510000858	Core and Main LP	Material	\$2,965.29
510000859	Covino Smith and Simon	Contract Services-Other	\$1,666.67
510000860	Edelstein Gilbert Robson and Smith LLC	Contract Services-Other	\$5,833.33
510000861	Fast Action Pest Control	Contract Services-Miscellaneous	\$184.80
510000862	Ferguson Enterprises Inc 1423	Material	\$30,612.80
510000863	Hunt and Sons LLC	Contract Services-Other	\$2,272.68
510000864	J4 Systems	Contract Services-Other	\$240.00
510000865	Les Schwab Tires	Equipment Maintenance	\$859.45
510000866	Messenger Publishing Group	Printing Services	\$225.00
510000867	MidAmerica Administrative Retirement	Benefits-Other	\$336.00
510000868	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$1,378.61
510000869	Napa Auto Parts	Supplies	\$3.98
510000870	Nor Cal Perlite Inc	Supplies	\$3,968.00
510000871	NowSpeed Inc.	Dues/Subscriptions	\$250.00
510000872	One Print Source And Graphics	Printing Services	\$188.02
510000873	Pace Supply Corp	Material	\$1,667.08
510000874	Red Wing Shoe Store	Uniforms	\$600.00
510000875	Regional Government Services	Consulting Services	\$16,488.07
510000876	Rescue Training Institute Inc	Contract Services-Miscellaneous	\$75.00
510000877	Sacramento Metro Air Quality	Permits	\$3,232.03
510000878	Sagent	Consulting Services	\$6,767.50
510000879	Simon and Company Inc	Consulting Services	\$1,666.67
510000880	Sonitrol	Equipment Rental	\$219.02
510000881	Sunrise Marketplace	Dues/Subscriptions	\$1,000.00
510000882	Verizon Wireless	Telephone-Wireless	\$644.80
510000883	WyJo Services Corp	Equipment Maintenance	\$808.12
Total			<u>\$868,360.70</u>

ACH	State of CA Employment Development Department	State Income/Unemployment Tax	\$9,074.03
ACH	PERS	Pers	\$33,920.06
ACH	ICMA-RC	Deferred Compensation	\$23,673.32
ACH	VALIC/AIG	Deferred Compensation	\$3,301.81
ACH	PERS	Pers	\$34,915.84
ACH	State of CA Employment Development Department	State Income/Unemployment Tax	\$12,749.35
ACH	ICMA-RC	Deferred Compensation	\$23,101.40
ACH	VALIC/AIG	Deferred Compensation	\$3,301.81
ACH	BMO Bank NA	Bank Fee	\$2,391.44
ACH	California Choice Benefit Administrators	Health Insurance	\$75,926.23
ACH	Chase On line Bill Payment	Bank Fee	\$4,790.26
ACH	Department of the Treasury	Federal Payroll Tax	\$103,689.33
ACH	Invoice Cloud	Bank Fee	\$6,648.65
ACH	Principal Life Insurance Company	Health Insurance	\$15,739.50
Total			<u>\$353,223.03</u>
Grand Total			<u><u>\$1,221,583.73</u></u>

JP Morgan Purchase Card Distributions
Mar-26

Name	District Events & Recognition	Professional Development	Maintenance/Licensing	District Membership Dues and Subscriptions	General Supplies	Software Subscriptions	Fleet Maintenance	Tools & Equipment	Uniforms	Parts and Materials	Advertisement	Professional Membership Dues and Subscriptions	Total Bill
Moore	\$ 144.19												\$ 144.19
Jordan		\$ 144.00											\$ 144.00
Tran			\$ 14.99			\$ 1,844.27		\$ 209.47					\$ 2,068.73
Shockley	\$ 2,705.66	\$ 3,018.08		\$ 516.60	\$ 822.13			\$ 355.98	\$ 1,729.03	\$ -		\$ 135.00	\$ 9,964.76
Shepard	\$ 1,274.66			\$ 2.95	\$ 25.07						\$ 1,033.00		\$ 2,335.68
Nunes					\$ 101.04								\$ 101.04
Nichols							\$ 125.00						\$ 125.00
Clark	\$ 72.19												\$ 72.19
Total Bill	\$ 6,377.96	\$ 3,162.08	\$ 14.99	\$ 519.55	\$ 948.24	\$ 1,964.27	\$ 125.00	\$ 565.45	\$ 1,729.03	\$ -	\$ 1,033.00	\$ 135.00	\$ 17,302.82

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR BOARD MEETING

Subject:	EMPLOYEE RECOGNITION
Status:	Action Item
Report Date:	April 6, 2026
Prepared By:	Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk

The following District employees were recognized for perfect attendance, outstanding customer service, and quality of work during the month of March 2026.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Dana Mellado	Yes		Participated in a ride-along with the Water Efficiency team to gain cross-functional understanding of District operations.
Viviana Munoz			Viviana covered the billing desk to ensure that weekly billing deadlines were met without disruption.
Megan Selling	Yes	Megan clerked at the March 31 st Special Board Meeting.	Megan supported front desk operations during an unplanned staff shortage, helping maintain seamless customer service.
Kayleigh Shepard	Yes		Undertaken extra work and performed at a high level during a temporary staff outage.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Beth Shockley	Yes		Assisted with coordination and clean up for the national Employee Appreciation Day breakfast. Ensured timely processing of invoices during temporary staff outage.
Desiree Smith	Yes	Desiree assisted a customer with a rejected payment and went above and beyond to resolve the issue. Her responsiveness and dedication to customer satisfaction reinforces the District's commitment to high-quality service.	Provided front desk coverage during a temporary staff outage.
Ben Strange	Yes		Dedicated additional time to prepare and organize materials for the auditors during the field audit. Led the team to successfully implementing the Springbrook Project Management module.
Andy Tran	Yes		Provided IT support for the March 16 th and March 24 th Board meetings.
Torrance York	Yes		Provided IT support during the March 2 nd and 9 th Special meetings.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Provided information for two water main replacement projects as part of a grant application.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jarrett Flink			Assisted with coordination and clean up for the national Employee Appreciation Day breakfast.
Tim Katkanov		Provided GIS support for one water main replacement project as part of a grant application.	
Jace Nunes	Yes	<p>Provided logistical support for the Citrus Heights Chamber Leadership event on March 12th.</p> <p>Provided support for the Water Smart class on March 28th.</p> <p>Completed and passed the Fundamentals in Engineering Exam.</p>	Presented on the Facilities Modernization and Expansion Project at the March 2 nd Board meeting.
Ali Shafaq	Yes		
Luis Zamudio	Yes	Provided logistical support for the Citrus Heights Chamber Leadership event on March 12 th .	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Kathy Abarca	Yes		<p>Attended the REACH Community Dinner on March 9th.</p> <p>Helped with setting up for the Chamber of Commerce Leadership event at Skycrest well site.</p> <p>Attended the HART Spaghetti dinner on behalf of the District.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Bell			<p>Responded to an early morning leak on Palm and made repairs (4 am – 7 am).</p> <p>Performed night work to replace a tee pipe at Sunrise Boulevard and Madison Avenue.</p>
Andrew Callister	Yes		<p>Helped with setting up for the Chamber of Commerce Leadership event at Skycrest well site.</p>
Jose Calvillo	Yes	<p>Thank you card received for the crew that made repairs on the Palm Avenue break and restored service.</p>	<p>Responded to an early morning leak on Palm Avenue and made repairs (4 am – 7 am).</p>
Brady Chambers	Yes	<p>Replaced meters at Taco Bell and Citrus Heights Pet Hospital before normal work hours to accommodate business work hours.</p> <p>Came in early to replace and install new meter at Erica’s Café before normal work hours to accommodate business hours.</p> <p>Brady helped resolve a customer’s high billing issue at Allene Creek Court.</p>	<p>Brady played an instrumental role in assisting with meter readings for customer billing.</p>
Kelly Drake	Yes		<p>Key in developing meter technical manual for the Water System Master Plan and Customer Advisory Committee materials.</p>
Jake Enas	Yes	<p>Thank you card received for the crew that made repairs on the Palm Avenue break and restored service.</p>	<p>Responded to an early morning leak on Palm Avenue and made repairs (4 am – 7 am).</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
			Performed night work to replace a tee pipe at Sunrise Boulevard and Madison Avenue.
James Ferro	Yes	Assisted team with digging and verifying private leak at Northridge Drive. Customer applauded their professional and friendly work.	
Brandon Goad			Helped with set-up for the Chamber of Commerce Leadership event at Skycrest well site.
Brian Hensley	Yes		Presented at the Chamber of Commerce Leadership event at Skycrest well site.
Jesse Jameson	Yes	Assisted team with digging and verifying private leak at Northridge Drive. Customer applauded their professional and friendly work.	
Chris Nichols	Yes	Thank you card received for the crew that made repairs on the Palm Avenue break and restored service.	Responded to an early morning leak on Palm Avenue and made repairs (4 am - 7 am).
Alex Pauli	Yes		Performed night work to replace a tee pipe at Sunrise and Madison.
Ryon Ridner			Performed night work to replace a tee pipe at Sunrise Boulevard and Madison Avenue. Volunteered for the Citrus Heights Little League opening day festivities.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Joshua Romero	Yes		Promoted to Water Distribution Operator I. Performed night work to replace a tee pipe at Sunrise Boulevard and Madison Avenue.
John Spinella		Assisted team with checking and verifying private leak at Northridge Drive. Customer applauded their professional and friendly work.	
Neil Tamagni	Yes	Resolved customer's leak issues at Rosa Vista Lane.	
Joey Vazquez	Yes	Thank you card received for the crew that made repairs on the Palm Avenue break and restored service.	Responded to an early morning leak on Palm Avenue and made repairs (4 am - 7 am). Performed night work to replace a tee pipe at Sunrise Boulevard and Madison Avenue. Volunteered for the Citrus Heights Little League opening day festivities.

Public Affairs Division

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Khandriale Clark	Yes	Provided exceptional support to a Customer Advisory Committee member to ensure that the member could complete her training in a timely manner.	Prepared for and staffed the March 28 th WaterSmart Workshop. Supported logistics for the Leadership Citrus Heights event at Skycrest well site.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Mary Elise Conzelmann	Yes	<p>Responded to a customer inquiry via social media and followed up with a personal phone call. The customer stated they valued CHWD even more since they got a phone call response.</p> <p>Helped a CAC member navigate the required trainings.</p>	<p>Facilitated a meeting with Congressman Bera's office and Board members.</p> <p>Initiated a new sponsorship with Citrus Heights Little League to promote the District; coordinated event logistics with staff.</p>

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
APRIL 28, 2026 REGULAR BOARD MEETING

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : April 21, 2026
 PREPARED BY : Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

Legend	
S	Study Session
CC	Consent Calendar
P	Presentation
B	Business
PH	Public Hearing
CL	Closed Session

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
May 26, 2026					
May 26, 2026		Policy 5700A: Records Retention Schedule Amendment	Moore	CC	A
May 26, 2026		Professional Services Agreement with GHD	Conzelmann	CC	A
May 26, 2026		Customer Advisory Committee Appointment	Conzelmann	CC	A
May 26, 2026		Report of Delinquent Utilities Charges to Sacramento and Placer County	Strange/Liu	CC	A
May 26, 2026		ARTESIAN Project Agreement	Jordan	CC	A
May 26, 2026		Poster Contest	Clark/Nunes	P	A
June 23, 2026					
June 23, 2026		Urban Water Management Plan (Non-functional turf)	Nunes/Conzelmann	P	A
June 23, 2026		Annual Comprehensive Financial Report	Liu	B	A
July 2026: Summer Recess - No Meeting					
August 25, 2026					
August 25, 2026		2027 Strategic Plan Approval	Moore	CC	A
August 25, 2026	Annual	Capital Improvement Program (CIP) Update	Pieri	P	ID



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	Engineering Department Report
Status:	Information Item
Report Date:	April 17, 2026
Prepared By:	Missy Pieri, Director of Engineering/District Engineer

Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering, Principal Civil Engineer, Senior Management Analyst	Yes, updates as necessary	Yes	Pipeline Condition Assessment	Segment 1 (42-inch): External Corrosion Direct Assessment to be performed in Summer 2026. Contractor award completed. Field work for structural integrity & leak detection pilot studies completed.
PROJECT 2030 Project Workflow Program Management	Engineering	General Manager, Director of Engineering/ Operations, Principal Civil Engineer, Senior Management Analyst, Engineering and Operations Department, Finance Team	Yes, updates as necessary	Yes	Project Management and Coordination of Nine Project 2030 Workflows.	Tri-Annual Meeting Schedule: T1 Meeting scheduled for 05/28/26. T2 Meeting scheduled for 08/2026. T3 Meeting scheduled for 11/2026.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
DISTRICT ENGINEERING STANDARDS	Engineering	Engineering and Operations Department	Yes, 06/24/25 (Approved by Board)	No	Develop Engineering Standards for Private Development Projects.	Approved by the Board in June 2025. Perform next steps for implementation including Administrative Procedures and SOPs.
DISTRICT POLICY UPDATE & DEVELOPMENT (ENGINEERING RELATED)	Engineering	Engineering and Operations Department	Yes, 06/24/25 (Anticipate Action by Board)	No	Develop and update District Policies that relate to Engineering/Development Projects.	Approved by the Board in June 2025. Perform next steps for implementation including Administrative Procedures and SOPs.
PROJECT 2030 DISTRICT WATER SYSTEM MASTER PLAN	Engineering	Director of Engineering/ Operations, Principal Civil Engineer	Yes, 10/22/24 (Award of Contract)	Yes	Update to the District's Existing Water System Master Plan.	Draft Water System Master Plan received 04/03/26. Complete three water meter reading technology meetings with the Customer Advisory Committee in Q2 and Q3 2026.
DISTRICT-WIDE EASEMENT PROJECT Phase 4	Engineering	Director of Engineering, Principal Civil Engineer, Assistant Engineer, GIS Specialist	Yes, updates as necessary	Yes	Obtaining easements for District-owned facilities.	Group 3 Easements in progress.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT & PROJECT 2030 Facilities Modernization & Expansion Project - 7803 Madison Ave Bldg B	Engineering	Director of Engineering/ Operations, Senior/Management Analyst, Technical Advisory Committee	Yes, May 2026 (Award of Contract for Construction Management), TBD (Construction Award)	Yes	Development of Contract Documents for tenant and site improvements for District facilities located at 7803 Madison Avenue.	Anticipate Award of Contract for Construction Management & Inspection Services in May 2026. 90% Contract Documents for Tenant Improvements in progress.
CAPITAL IMPROVEMENT PROJECT & PROJECT 2030 Facilities Modernization & Expansion Project - 6230 Sylvan Rd	Engineering	Director of Engineering/ Operations, Senior/Management Analyst, Technical Advisory Committee	Yes, TBD	Yes	Development of Contract Documents for tenant and site improvements for District facilities located 6230 Sylvan Road.	60% Design Development Plans in progress. Lead and asbestos survey to be performed in May 2026. Preparing application and supporting documents for lot merger/rezone/design review with the City of Citrus Heights.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT & PROJECT 2030 Greenback Ln (Sunrise Blvd to Birdcage St) Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	Yes	2025 design, 2026 construction	District preparing 60% plans. Easement acquisition is required for this project. District coordinating with BRI on easement support services.
CAPITAL IMPROVEMENT PROJECT & PROJECT 2030 Greenback Ln (Birdcage St to Burich Ave) Water Main Project	Engineering	Director of Engineering, Assistant Engineer, and Senior Inspector	Yes, 1/27/26 (Award of Contract)	Yes	2025 design, 2026 construction	Award of Contract occurred at 01/27/26 Board Meeting. Construction anticipated to begin in May 2026.
CAPITAL IMPROVEMENT PROJECT & PROJECT 2030 Donnawood Way Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, 4/28/26 (Anticipated Award of Contract)	Yes	2026 construction	District preparing 100% plans. Anticipate Award of Contract on 04/28/26.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Sayonara Dr Habitat for Humanity Multiple Parcels	Engineering	Director of Engineering, Principal Civil Engineer, and Senior Inspector	No	No	26 single family homes	Construction 100% complete. Project closeout in progress.
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments	Engineering	Director of Engineering, Principal Civil Engineer, and Senior Inspector	No	No	Proposed apartments.	All fees paid. Water facilities construction 95% complete.
PRIVATE DEVELOPMENT 7975 Twin Oaks Ave Parcel Split 1 - 3	Engineering	Director of Engineering and Principal Civil Engineer	No	No	Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.	Plans approved on 03/03/25. Plan Check Fees paid. Awaiting developer to begin construction.
PRIVATE DEVELOPMENT 7501 Greenglen Ave Parcel Split 1 - 2	Engineering	Director of Engineering, Principal Civil Engineer, and Senior Inspector	No	No	Parcel Split - 1 to 2 lot split per SB9; 4 water services for 4 duplexes.	Plan Check Fees and Installation Deposit Paid. Capacity Fees due prior to water service activation. CHWD completed installation of 4 water services. 2 water services pending activation.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7401 Mariposa Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Principal Civil Engineer	No	No	Parcel Split - 1 parcel to 2 parcels.	Parcel split approved by the City. District provided plan review comments on 04/02/25.
PRIVATE DEVELOPMENT 5409 Sunrise Blvd Grocery Outlet	Engineering	Director of Engineering, Principal Civil Engineer, and Senior Inspector	No	No	Tenant improvements including updating backflow devices to approved CHWD devices.	Construction of water facilities 100% complete. Project closeout in progress.
PRIVATE DEVELOPMENT 7803 Madison Ave. Bldg A	Engineering	Director of Engineering and Principal Civil Engineer	No	No	Tenant improvements including updating backflow device to approved CHWD device.	Plans under review by the District.
PRIVATE DEVELOPMENT 7803 Madison Ave. Bldg C	Engineering	Director of Engineering and Principal Civil Engineer	No	No	Tenant improvements including updating backflow device to approved CHWD device.	Plans under review by the District.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COUNTY OF SACRAMENTO AC Overlay Project 2025 Phase A (Madison Ave. from San Juan Ave to Fair Oaks Blvd)	Engineering	Principal Civil Engineer and Senior Civil Engineer	No	No	Road improvements on Madison Ave from San Juan Ave. to Fair Oaks Blvd. Water improvements include valve box adjustments.	County's contractor to perform valve box adjustments. Road improvements have begun. Final valve adjustments to occur after final paving.
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering, Principal Civil Engineer, and Senior Inspector	No	No	City of Citrus Heights frontage improvements and utility relocation on Auburn Blvd from Rusch Park to north. 3 new irrigation services.	Final plans signed on 02/24/23. Fees for irrigation services paid. 3 easements obtained. Construction on water related work began on 07/29/24. Water related construction 90% complete.

Item of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>ArcGIS Migration from ArcGIS Desktop to ArcGIS Pro</p>	<p>Engineering</p>	<p>Director of Engineering, Engineering/GIS Specialist, IT Staff</p>	<p>No</p>	<p>No</p>	<p>Migrate the District's ArcGIS software from Desktop to Pro</p>	<p>In Phase 3 of 4. Migration is 95% Complete. Staff training began in November and will continue into 2026. District preparing contract with Trimble to perform additional training.</p>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS April 28, 2026 REGULAR BOARD MEETING

Subject:	OPERATIONS DEPARTMENT REPORT
Status:	Information Item
Report Date:	April 16, 2026
Prepared By:	Kathy Abarca, Management Analyst Todd Jordan, Director of Operations

The Citrus Heights Water District has 19 employees in its Operations Department. The following report summarizes their work in March.

OPERATIONS MONTHLY ACTIVITIES

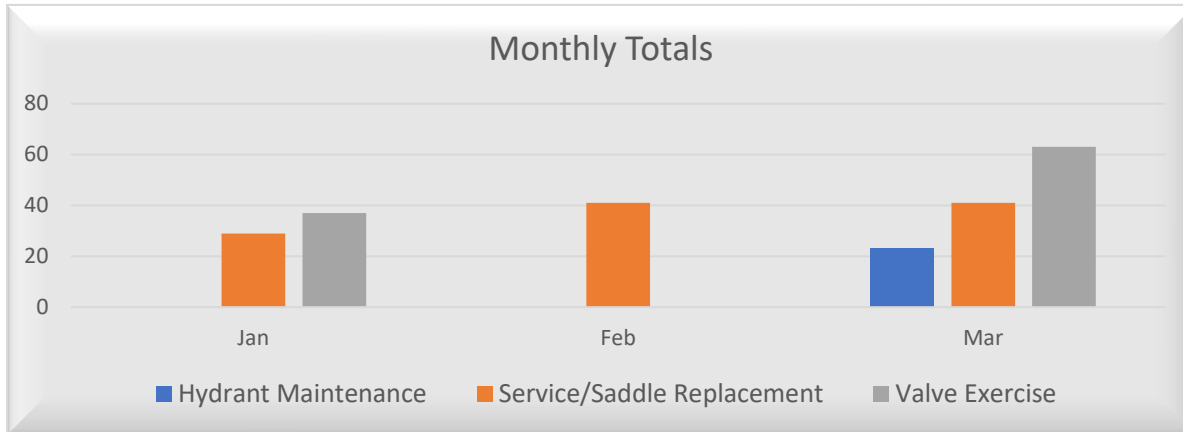
A. Distribution Division

The Operations Department includes 10 Distribution Operators who perform the necessary maintenance to properly operate and maintain over 250 miles of pipelines and more than 21,000 service connections. The tables below are a summary of noteworthy tasks commonly performed by the operators.

Distribution Maintenance	March 2026	Total YTD 2026	Total # Assets in System
Air Valve Inspection (ARV)	84	178	147
Blow Off Flush	0	3	593
Hydrant Maintenance	23	23	2,170
Mainline Repair/Maintenance	2	4	-
Meter Box Maintenance	7	11	21,007
Meter Register Replacement	9	16	21,007
Service/Saddle Replacement	41	111	21,007
Valve Exercise	63	100	4,631
Total	229	446	

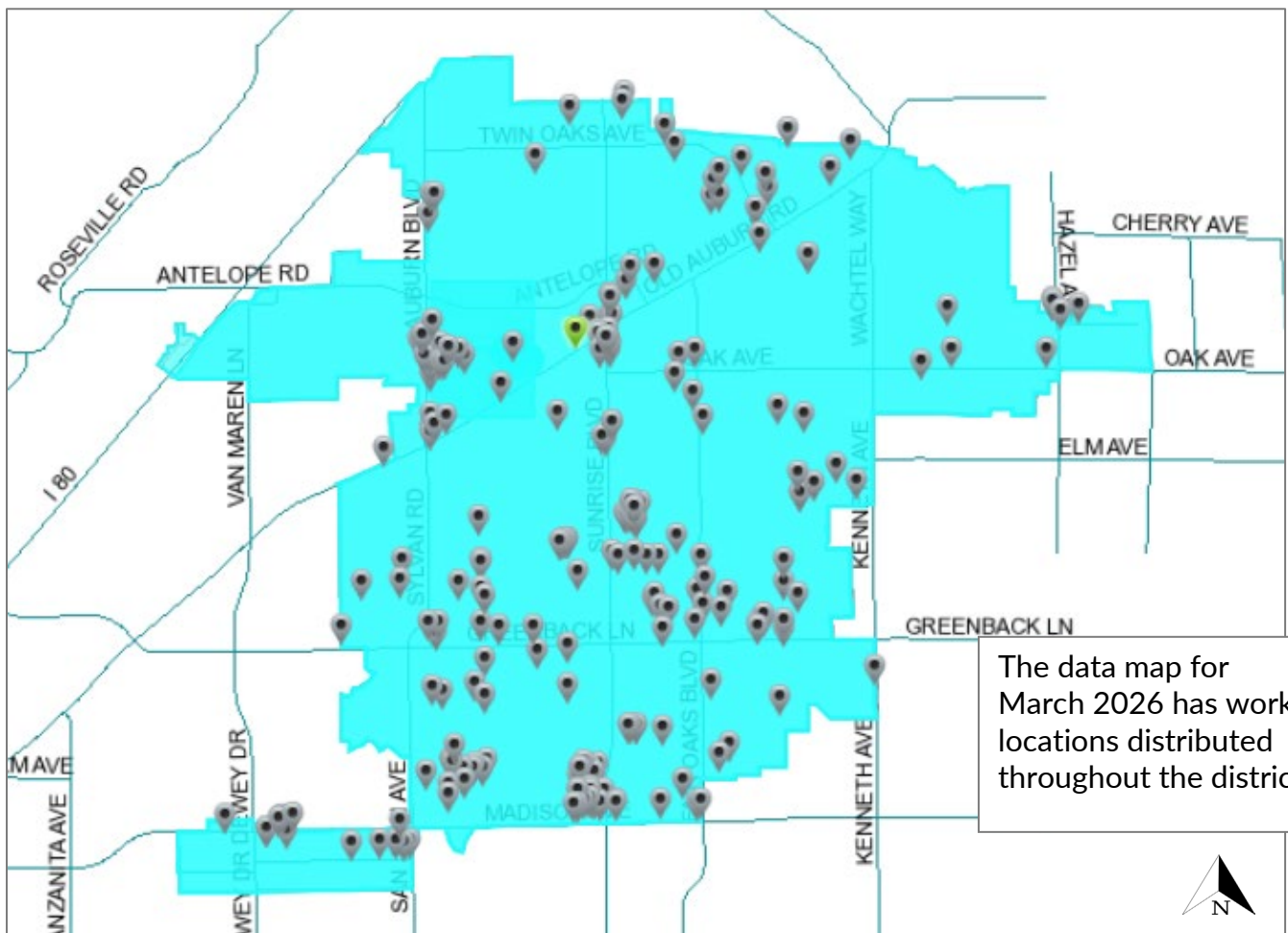
CIP Projects	March 2026	Total YTD 2026
C26-010 Water Mainline	0	0
C26-011 Water Valves	1	4
C26-012 Water Services	42	103
C26-013 Water Meters	9	28
C26-014 Fire Hydrants	1	4
C26-103 Pothole Main	0	0
Total	53	139

The graphic below shows a monthly comparison of hydrant maintenance, service/saddle replacements, and valve exercising activities.



The map below shows the locations where the Operations crews worked in March.

Locations Worked within the Citrus Heights Water District



B. Standby Summary

The Operations Department assigns employees to weekly standby duty to ensure 24-hour response coverage for water emergencies within the District. The year-to-date standby activity is provided below:

2026 Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	30	21	9
February	15	9	6
March	25	13	12

C. Operations Specialist

The District's Operations Specialist performs the USA markings to help protect the District's distribution system by identifying CHWD facilities for entities working in the District's service area. The Operations Specialist also responds to leak investigations, requests to locate meters, and water turn ons/off (additional information in the chart below).

Operations Specialist Summary		
Work Description	March 2026	Total CY 2026
USA Markings	655	1,768
Check for Leak	23	69
Fire Hydrant Investigation	0	3
Locate a Meter	0	0
Turn Water On/Off	10	25
Total	688	1,865

D. Water Resources Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In March, 90 samples were collected with no positive results. Water Resources staff also conduct annual backflow inspections to ensure devices are functioning properly and prevent water that has left the system from flowing back into it.

Water Resources	March 2026	Total YTD 2026	Total # Assets in System
Backflow Inspection	157	469	919

E. Field Services

The following tables summarize the service requests and work orders of Field Services staff for March 2026:

Work Orders	Mar 2026	Mar 2025
CHANGE TOUCH-READ TO RADIO READ	4	2
CONVERT TO RADIO-READ METER	45	22
METER BOX MAINTENANCE	5	0
METER REPAIR	0	1
METER REPLACEMENT	6	0
METER TESTING	0	0
REGISTER REPLACEMENT	6	2
RADIO-READ REGISTER REPLACEMENT	5	1
INSTALL METER	0	0
TOTAL	71	28

Service Requests	Mar 2026	Mar 2025
CONSERVATION REQUEST	8	2
CHECK FOR LEAK	0	0
UNABLE TO OBTAIN METER READ	80	65
TRIM SHRUBS	0	0
METER BURIED	16	23
METER MAINT.	32	54
LOCKED GATE	2	3
RE-READ METER	37	24
READ METER	4	1
METER BOX MAINT.	3	1
MOVE-IN/MOVE-OUT	12	4
CAR OVER METER	17	22
TOTAL	211	199

F. Safety Trainings

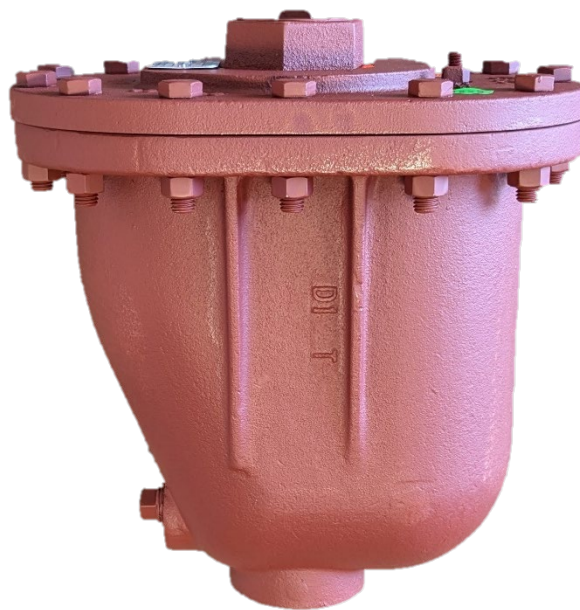
The District typically holds several safety meetings per month. The March 2026 safety meeting topics were:

- 3/3 - Defensive Driver
- 3/12 - Forklift Operator
- 3/19 - Active Shooter
- 3/25 - Forklift Operator
- 3/26 - Trenching and Shoring

G. Refresher:

Air Release Valves:

The Citrus Heights Water District has 147 air release valves (ARVs) located at high points on its distribution and transmission mains. These ARVs play a crucial role in the efficient and safe operation of the water distribution system by managing air flow. ARVs do this by continuously releasing small amounts of trapped air that accumulates in the high points of the system, which prevents air pockets that can reduce water flow efficiency. Additionally, these valves function as vacuum breakers, allowing air to enter the system during draining or sudden shutdowns to prevent vacuum conditions that could cause pipe collapse or damage. As a part of the District's preventative maintenance program, ARVs are inspected at least once annually and replaced if needed.



Typical air release valve found in CHWD's distribution system

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS

APRIL 28, 2026 REGULAR MEETING

SUBJECT : 2026 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : April 7, 2026
 PREPARED BY : Brian Hensley, Water Resources Supervisor
 : Todd Jordan, Director of Operations

OBJECTIVE:

Monthly water supply report, including a comparison to the corresponding month in the prior 5 years. The 2013 data is included for reference as it is the baseline consumption year for water conservation mandates.

Month	2013	2021	2022	2023	2024	2025	2026				Year-to-Date Comparison to 2013	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
							acre feet					
Jan	602.52	575.54	528.73	501.92	515.29	556.22	446.91	83.27	530.18	530.18	-72.34	-12.0%
Feb	606.36	485.17	605.17	487.3	467.3	480.41	405.26	66.43	471.69	1,001.87	-207.01	-17.1%
Mar	819.55	601.02	774.74	472.65	539.72	556.98	685.09	72.84	757.93	1,759.80	-268.63	-13.2%
Apr	1,029.73	1,001.96	763.83	698.84	634.32	740.75						
May	1,603.43	1,277.33	1,133.06	1,016.07	1,044.91	1,190.22						
Jun	1,816.73	1,541.32	1,288.62	1,265.25	1,399.15	1,395.35						
Jul	2,059.21	1,643.73	1,536.69	1,513.02	1,645.98	1,495.41						
Aug	1,924.28	1,538.76	1,461.15	1,494.76	1,501.15	1,467.13						
Sep	1,509.82	1,333.29	1,228.49	1,220.46	1,321.12	1,242.61						
Oct	1,297.42	972.09	1,065.99	966.12	1,159.16	796.46						
Nov	911.55	576.37	637.25	648.08	668.79	580.49						
Dec	700.94	536.97	541.93	558.87	573.3	524.84						
Total	14,881.54	12,484.43	12,083.55	11,565.65	10,843.34	11,470.19	1,537.26	222.54	1,759.80	3,291.85		
% of Total							87.35%	12.65%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	WATER SUPPLY RELIABILITY
Status:	Information Item
Report Date:	April 7, 2026
Prepared By:	Brian Hensley, Water Resources Supervisor Todd Jordan, Director of Operations

OBJECTIVE:

Receive and file status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of April 1, 2026, storage in Folsom Lake was at 825,827 acre-feet, eighty-five percent (85%) of the total capacity of 977,000 acre-feet. This represents an increase in storage of 166,104 acre-feet in the past month.

The District’s total water use during March 2026 (757.93 acre-feet) was eight percent (8%) below that of March 2013 (819.55 acre-feet).

The District’s groundwater production wells: Bonita, Skycrest, Mitchell Farms, and Sylvan are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use. Construction on the Ella Way Well Project is proceeding, and drilling is complete on our Highland site. Highland is now moving into the design phase, preparatory for above-ground construction.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO THE BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	WATER EFFICIENCY
Status:	Information Item
Report Date:	April 13, 2026
Prepared By:	Khandriale Clark, Public Affairs Analyst Mary Elise Conzelmann, Public Affairs Manager

Water Efficiency updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

Residential Gallons Per Capita Per Day (R-GPCD) Values

The R-GPCD metric represents the average volume of water used per person in a residential household. Citrus Heights Water District (CHWD) determines this value by dividing total residential water consumption across the service area by the population and the number of days in each month. The table below presents monthly R-GPCD figures for the current year alongside those from previous years, as well as the resulting differences to show year-over-year changes.

Month	R-GPCD 2026	R-GPCD 2025	% CHANGE
January	68	71	-5%
February	68	70	-3%
March	101	70	44%

Preliminary number as of the report date

March 2026 Rebates and Incentives

- Five (5) High Efficiency Toilet rebate applications were processed.
- Nine (9) High-Efficiency Clothes Washer rebate applications were processed.
- Twenty (20) Smart Irrigation Controller/Water Audit rebate applications were processed.
- No Pressure Reducing Valve rebate applications were received.

WaterSmart Workshops

CHWD offers a variety of WaterSmart Workshops. Our first workshop of the year was held on Saturday, March 28, at the Sylvan Oaks Library and focused on spring planting. The 38

attendees walked away with a detailed understanding of seed-planting techniques, environmental factors, and water efficiency tips to consider when planting.

Date	Title	Format
Saturday, March 28, 2026 *COMPLETE*	Here Comes the Sun: Spring Planting	In-person at the Sylvan Oaks Library
Saturday, April 25, 2026	Don't Stop Tree-lievin: Planting Smart for Long-Term Tree Care	In-person at the Sylvan Oaks Library
Saturday, August 22, 2026	Staying Alive: A House Plants Thriving	In-person at the Sylvan Oaks Library
Saturday, September 26, 2026	Earth Worm and Fire: The Art of Worm Castings	In-person at the Sylvan Oaks Library

Garden Corps

CHWD has a demonstration garden at the Sylvan Ranch Community Garden showcasing water-efficient landscaping. We work with a customer-based volunteer group, the "Garden Corps," who help maintain the plots by caring for the plants, removing weeds, and checking the irrigation system and controller settings. The garden's webpage, www.chwd.org/garden, provides detailed information on each plant in the District's plots and allows viewers to create a customized plant list for their property.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	Discussion and Possible Action to Approve Amendment to Best Best & Krieger LLP Legal Services Agreement
Status:	Action
Report Date:	April 21, 2026
Prepared By:	Hilary Straus, General Manager

OBJECTIVE:

Consider approval of Amendment No. 1 (Amendment) to the Best Best & Krieger LLP (BB&K) Legal Services Agreement (Agreement) to add (1) advocacy and (2) bond counsel services.

BACKGROUND AND ANALYSIS:

Citrus Heights Water District (CHWD) contracts with BB&K for general counsel services. As part of these services, BB&K utilizes subject matter experts on items as they arise. Relevant to this Amendment, BB&K has a federal advocacy team in Washington DC led by Ana Schwab. In addition, BB&K has a public finance team that provides bond and similar services.

The Amendment would specifically add advocacy and bond counsel services to the scope of services that BB&K can provide. These services are unique in that they are traditionally not provided at an hourly rate like other legal services. Rather, it is common to have on-going advocacy services for a monthly retainer. Bond counsel services are provided for a fixed fee or percentage of debt issuance. Based on this, the Amendment includes language allowing the use of alternative fee provisions if CHWD utilizes these services.

One important consideration for advocacy services is that CHWD does not anticipate utilizing BB&K for on-going advocacy services at this point. Rather, BB&K will provide project specific federal funding services on an hourly basis. CHWD would only switch to the monthly retainer if the future, if deemed appropriate.

RECOMMENDATION:

Approve the Amendment to the Agreement to add (1) advocacy and (2) bond counsel services.

ATTACHMENT:

Draft Amendment No. 1 to Legal Services Agreement with Best Best & Krieger LLP

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

FIRST AMENDMENT TO AGREEMENT FOR GENERAL COUNSEL LEGAL SERVICES

This First Amendment to Agreement for General Counsel Legal Services (this “Amendment”) is entered into as of April ____, 2026, by and between the Citrus Heights Water District (“Client”) and Best Best & Krieger LLP (“BB&K”).

RECITALS

WHEREAS, Client and BB&K previously entered into that certain Agreement for General Counsel Legal Services, dated March 14, 2017 (the “Original Agreement”); and

WHEREAS, Client and BB&K have executed a series of letter agreement to update the rates under the Original Agreement as provided for in Section 3.7.5 of the Original Agreement; and

WHEREAS, Client now desires to add certain additional special counsel legal services to the scope of the Original Agreement related to advocacy efforts; and

NOW, THEREFORE, in consideration of the execution and performance of this Amendment and for and in consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

AGREEMENT

Section 1. Incorporation of Recitals. All of the foregoing Recitals are correct and are incorporated in this Amendment by reference.

Section 2. Amendment to Section 3.7 of the Original Agreement. Subsections 3.7.7 and 3.7.8 are added read in full as follows:

“3.7.7 Advocacy. Client may request that BB&K provide federal or state advocacy services. These services may be provided on an hourly basis. In such event, these services will be billed as special legal services under Section 3.7.3. Alternatively, with written notice from Client, BB&K will provide federal advocacy services for a set retainer amount of \$10,000 per month. This amount will be adjusted as provided for in Section 3.7.5.”

“3.7.8 Bond and Disclosure Counsel. Client may request that BB&K provide bond and/or disclosure counsel services in connection with the issuance of bonds. These services may be provided on a fixed fee basis as mutually agreed upon by Client and BB&K. All services provided post issuance of a series of bonds shall be provided on an hourly basis and shall be billed as special legal services under Section 3.7.3.”

Section 3. Binding on Successors; No Third-Party Beneficiaries. This Amendment shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. This Amendment is entered into solely for the benefit of the parties and the successors, transferees

and assigns of all parties. Other than Client and BB&K, and their successors, transferees, and assigns, no third person shall be entitled, directly or indirectly, to base any claim or to have any right arising from, or related to, this Amendment.

Section 4. Interpretation Guides. In interpreting this Amendment, it shall be deemed that it was prepared by the parties jointly and no ambiguity shall be resolved against any party on the premise that it or its attorneys were responsible for drafting this Amendment or any provision thereof. Headings used in this Amendment are for convenience and ease of reference only and are not intended nor may be construed as a guide to interpret any provision of this Amendment.

Section 5. Due Authority of Signatories to Execute Agreement. Each individual signing this Amendment warrants and represents that he or she has been authorized by appropriate action of the party which he or she represents to enter into this Amendment on behalf of the party.

Section 6. California Law Governs. This Amendment and all rights and obligations arising out of it shall be construed in accordance with the laws of the State of California.

Section 7. Counterparts. This Amendment may be signed and executed in one or more counterparts which, taken together, shall constitute one original document.

Section 8. Original Agreement to Remain in Effect. Save and except as amended and supplemented by this Amendment, the Original Agreement shall remain in full force and effect. All of the remaining provisions of the Original Agreement shall apply to this Amendment. If a conflict exists between the Original Agreement and this Amendment, the terms of this Amendment shall control.

(signature page follows)

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed as of the day and year first above written.

CITRUS HEIGHTS WATER DISTRICT

By: _____
Caryl F. Sheehan
President

BEST BEST & KRIEGER LLP

By: _____
Steven Anderson
Partner

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR BOARD MEETING

Subject:	Discussion and Possible Action to Approve District Policy 6300 - Investments of District Funds
Status:	Action Item
Report Date:	April 1, 2026
Prepared By:	Ben Strange, Accounting Manager / Deputy Treasurer Annie Liu, Director of Administrative Services / Treasurer

OBJECTIVE:

Consider amendments to the District Fiscal Management policies by Approving District's Policy 6300.00 - Investments of District Funds, with minor revisions.

BACKGROUND AND ANALYSIS:

During the Regular Board meeting held on March 24, 2026, District policy 6300 - Investments of District Funds, was included in the 6000 series policy update. A discrepancy was identified between the agenda language, which stated the policy was to be reapproved with no revisions, while the accompanying staff report indicated there were minor revisions recommended. This report clarifies the intended policy update.

Investment of District Funds Policy

Pursuant to California Government Code § 53646(a)(2), the Treasurer presents the District's Investment Policy to the Board of Directors annually for review and consideration at a public meeting. The Board's review and re-adoption of the policy ensures ongoing compliance with the California Government Code and continued alignment with the District's investment objectives.

In 2025, the District adopted nonmaterial revisions to enhance transparency regarding risk mitigation practices and to incorporate best-practice guidance on diversification and maturity limits. During the 2026 annual review, several minor updates were identified, including:

- Revising the maximum maturity for eligible commercial paper from 270 days to 397 days or less, consistent with Government Code §53601; and
- Revising Policy Section 6300.51 to increase the portfolio's maximum weighted average maturity (WAM) from 2.5 years to (3) three years to align with Policy Section 6300.41.

The Diversification Table below reflects the current Investment Policy, and all District investments remain in compliance with its requirements.

Investment Type	Maximum Maturity	Maximum % Holdings	Maximum % per Issuer*	Minimum Rating**
Securities of the U.S. Government	5 Years	100%	100%	N/A
Registered State Warrants, Treasury Notes, or Bonds of the State of California or other states in the United States	5 Years	25%	10%	A-
Bonds, Notes, Warrants, or Other Evidences of Indebtedness of any Local Agency writing the State of California	5 Years	25%	10%	A-
Securities of U.S. Government Agencies and Instrumentalities	5 Years	100%	35%	N/A
Commercial Paper	270 days	25%	5%	A-1 Plus A Long Term
Corporate or Medium-Term Notes	5 Years	25%	5%	A-
Bonds of Supranationals (IBRD, IFC, IADB)	5 Years	15%	5%	AA-
Mortgage Pass-Through and Asset-Backed Securities	5 Years	20%	5%	AA-
Non-Negotiable Certificates of Deposit	1 Year	10%	5%	N/A
Negotiable Certificates of Deposit	1 Year	10%	5%	N/A
Money Market Mutual Funds	2(A) 7 Eligible	20%	20%	AAA / AAA by two NRSRO's
Local Agency Investment Fund	N/A	Max permitted by State Treasurer***	N/A	N/A
Collateralized Bank Deposits	N/A	100%	50%	N/A
Bankers' Acceptances	180 days	20%	5%	N/A
Joint Powers Authority Pool	N/A	50%	N/A	N/A

*Percentages will be in compliance if within limits at time of purchase

**Rating categories are inclusive of rating modifiers such as +/- or numbers from one NRSRO unless two ratings are noted

***Maximum allowed is \$75 million effective January 1, 2020

RECOMMENDATIONS:

1. Approve District Policy 6300.00 – Investments of District Funds, with minor revisions.

ATTACHMENTS:

1. Policy No. 6300.00 – Investments of District Funds Policy - red-lined version
2. Policy No. 6300.00 – Investments of District Funds Policy - clean version

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1

Policy No. 6300.00
Investments of District Funds Policy
Red-lined Version

6300.00

INVESTMENT OF DISTRICT FUNDS

6300.01 Purpose

This fiscal management policy is intended to provide a policy and guidelines for the District's Treasurer or designee for the prudent and suitable investment of funds and monies of the District without regard to source. The ultimate goal is to enhance the economic status of the District while protecting its funds.

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest operating and reserve funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments first meet the criteria established for safety and liquidity.

Funds not included in this Policy include deferred compensation funds.

6300.10 Definition and Provision of the Government Code

The Board of Directors and Officers authorized to make investment decisions on behalf of the District investing public funds pursuant to California Government Code sections 53600 et seq. and 53630 et seq. are trustees and therefore fiduciaries subject to the prudent investor standard. As an investment standard, any investment shall be made as if it is one which a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

6300.20 Authority

The investment policies and practices of the District are based upon compliance with federal, state and local law and prudent money management. Investments will be in compliance with governing provisions of law (California Government Code sections 53600 et seq. and 53630 et seq. as amended) and this Policy. This Policy shall take precedence when more restrictive than the California Government Code.

6300.21

The Board of Directors delegates for a one-year period the day-to-day management of the District's investments to the Treasurer, subject to the conditions of this Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of documentation and reporting pursuant to Section 6300.70 of this Policy.

The District may also enter into an agreement with a registered investment advisor for investment management/advisory services, and the investment advisor will operate under the direction of the Treasurer. If the District hires an investment advisor to provide investment management services, the advisor is authorized to transact with its direct dealer relationships on behalf of the District. Such advisers shall provide recommendations and advice regarding the District's investment program including but not limited to the purchase and sale of investments in accordance with this Investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940.

6300.30 Ethics and Conflicts of Interest

Directors and Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Investment officials shall disclose to the Treasurer any material financial interests in financial institutions that conduct business with the District, and they will further disclose any personal financial or investment positions that could be related to the performance of the District's portfolio, particularly with regard to the timing of purchases and sales.

6300.35 Prudence

Investments shall be made in the context of the "Prudent Investor" rule, which states that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The General Manager, District Treasurer and their designees involved in the investment process, acting in accordance with this Investment of District Funds Policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6300.40 Objectives

6300.41 Safety of Principal - Safety of principal is the primary objective of the District. Each investment transaction shall seek to preserve the principal of the portfolio, whether from institutional default, broker-dealer default or erosion of market value of securities. The District shall seek to preserve principal by mitigating the following two types of risk:

A. Credit Risk - Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing in only very safe institutions and by diversifying the investment of District funds so that the failure of any one issuer would not unduly harm the District's cash flow.

B. Market Risk - The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District's invested funds to three (3) years. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.

6300.42 Liquidity - Liquidity is the second most important objective. Investments shall be made whose maturity dates are compatible with cash flow requirements and which can be easily and rapidly converted into cash without substantial loss of value.

6300.43 Return on Investment - Investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal, liquidity, and without undue risk.

6300.50 Authorized Investments

District investments are governed by the California Government Code sections 53600 et seq. and 53630 et seq. A permissible investment's term or remaining maturity is to be measured from the investment's settlement date to final maturity. Any forward settlement that exceeds 45 days from the time of investment is prohibited. Within the context of these sections the following investments are authorized:

A. Local Agency Investment Fund - The District may invest in the Local Agency Investment Fund (LAIF) established by the California State Treasurer and created by Government Code sections 16429.1 through 16429.4 for the benefit of local agencies up to the maximum permitted by the LAIF's Local Investment Advisory Board.

B. Securities of the U.S. Government - United States Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the District funds which can be invested in this category as they are all safe and liquid. Purchases may not have a term remaining to maturity in excess of five (5) years. (Gov. Code, §§ 53601(b) and 53635(a).)

C. State Obligations - Registered State Warrants or Treasury Notes or Bonds issued by the State of California, any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state, as defined in Government Code sections 53601(c), 53601(d) and 53651 and pursuant to Government Code section 53635.2. Obligations eligible for investment shall be rated "A" or its equivalent or better by a nationally recognized statistical rating organization. No more than 25 percent of the District's total portfolio may be invested in state obligations, and no more than 10 percent of any single issuer. Purchases may not have a term remaining to maturity in excess of five (5) years.

D. Local Agency Obligations - Obligations issued by any local agency, as defined by the Government Code, within the State. Obligations may be bonds, notes, warrants, or other evidences of indebtedness, as defined in Government Code sections 53601(e) and 53651 and pursuant to Government Code section 53635.2. Obligations eligible for investment shall be rated "A" or its equivalent or better by a nationally recognized statistical rating organization. No more than 25 percent of the District's total portfolio may be invested in local agency obligations, and no more than 10 percent of any single issuer. Purchases may not have a term remaining to maturity in excess of five (5) years.

E. Securities of the U.S. Government Agencies and Instrumentalities - Federal agency or United States government-sponsored enterprise obligations (GSEs) such as: Federal Farm Credit Bank Funding Corporation (FFCB), Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Government National Mortgage Association (GNMA), Federal Agricultural Mortgage Corporation (FAMC) and Tennessee Valley Authority (TVA). Such securities are obligations of the federal agencies or United States government-sponsored enterprises and shall not have a term to remaining to maturity in excess of five (5) years. There is no limitation as to the percentage of the District funds which can be invested in this category. No more than 35 percent of any single issuer may be purchased. (Gov. Code, §§ 53601(f), 53651).

F. Bankers' Acceptances – Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 20 percent of the District's money that may be invested pursuant to Government Code section 53601(g). However, no more than 5 percent of the District's money may be invested in the bankers' acceptances of any one commercial bank pursuant to Government Code section 53601(g). (Gov. Code, §§ 53601(g), 53651)

G. Prime Commercial Paper - Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

- (1) The entity meets the following criteria:
 - (a) Is organized and operating in the United States as a general corporation.
 - (b) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (c) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.
- (2) The entity meets the following criteria:
 - (a) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (b) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bonds.
 - (c) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 397 days or less. In addition:

- (a) No more than 25 percent of the District's total portfolio may be invested in eligible commercial paper; and,
- (b) No more than 5 percent may be invested in any single issuer. (Gov. Code, § 53601(h), 53635.)

Deleted: 270

H. Non-negotiable Certificates of Deposits - The District may invest in nonnegotiable time deposits collateralized in accordance with the Uniform Commercial Code, in those banks and State and federal associations which meet the requirements for investment in negotiable certificates of deposit (NCD). When conditions so warrant, the first \$250,000 of collateral security for such deposits can be waived if the financial institution is insured pursuant to federal and State law. The term of non-negotiable certificates of deposit is restricted to a maximum of one year. No more than 10 percent of the District's total portfolio may be invested in non-negotiable CD's, and no more than 5 percent of any single issuer.

I. Negotiable Certificates of Deposits - Negotiable certificates of deposit issued by a nationally or state-chartered bank or a federal association, a state or Federal credit union, or by a federally licensed or state licensed branch of a foreign bank. The term of negotiable certificates of deposit is restricted for a minimum of 7 days and a maximum of one year. No more than 10 percent of the District's total portfolio may be invested in negotiable CD's, and no more than 5 percent of any single issuer. (Gov. Code, §§ 53601(i)).

J. Medium-Term Corporate Notes - Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized statistical rating organization. No more than 25 percent of the District's total portfolio may be invested in medium-term notes, and no more than 5 percent of any single issuer. (Gov. Code, §§ 53601(k) and 53635.2)

K. Mutual Funds/Money Market Mutual Funds - To be eligible for investment pursuant to this subsection (K), these funds shall meet the following conditions in either paragraph (1) or (2) below:

(1) Shares of beneficial interest issued by diversified management companies (otherwise known as mutual funds) that invest in the securities and obligations as authorized by subdivisions (a) to (k), inclusive, or (m) to (q) inclusive, of Government Code section 53601 and that comply with the investment restrictions of Government Code sections 53600 et seq. and 53630 et seq. However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily. To be eligible for investment pursuant to this paragraph (1), the companies must have either:

(a) Retained an investment adviser registered with the Securities and Exchange Commission with not less than five (5) years' experience

investing in securities and obligations and authorized by subdivisions (a) to (k), inclusive, (m) or (q) inclusive of Government Code Section 53601 and with assets under management in excess of five hundred million dollars (\$500,000,000); or,

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations. (Gov. Code, § 53601(l)(1) & (3).)

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.). To be eligible for investment pursuant to this paragraph (2), the companies must either have:

(a) Retained an investment adviser registered with the Securities Exchange Commission with not less than five (5) years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); or

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations. (Gov. Code, § 53601(l)(2) & (4).)

(3) The purchase price of shares of mutual funds and money market mutual funds purchased pursuant to this Section K of this Policy shall not include any commission that the companies may charge and shall not exceed 20 percent of the total portfolio. Further, no more than 20 percent of the District's total funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1) above. (Gov. Code, § 53601(l)(5).)

L. Asset-Backed Securities – Securities include mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds of a maximum remaining maturity of five (5) years or less. Securities eligible for investment under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by a nationally recognized statistical rating organization. Purchases of asset-backed securities may not exceed 20 percent of the total portfolio. No more than 5 percent of the portfolio may be invested in any single issuer. (Gov. Code, §§ 53601(o), 53635.2.)

M. Joint Powers Authority - Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (r), inclusive, of Government Code section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. Purchase of joint powers authority may not exceed 50 percent of the total portfolio. To be eligible under

this Section M of this Policy, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission;
- (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive, of Government Code section 53601; and,
- (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000) (Gov. Code, § 53601(p).)

N. Collateralized Bank Deposits – Section 6300.56 of this policy addresses collateralization requirements for deposits. These are authorized by California Government Code Section 53637. No more than 50 percent of the portfolio may be invested in any single bank.

O. Supranationals - United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The maximum remaining maturity for these obligations must be five (5) years or less, and they must be eligible for purchase and sale within the United States. In addition, these investments must be rated “AA” or better by a nationally recognized statistical ratings organization. Investments in Supranationals shall not exceed 15 percent of the total portfolio. No more than 5 percent of the portfolio may be invested in any single issuer. (Gov. Code, § 53601(q).)

6300.51 Investment Parameters

A. Diversification Constraints on Total Funds:

Permissible investments and limits are based on total funds at time of purchase (settlement date). This subset listing of authorized and permitted securities with specific limitations is determined to more closely fit the District’s risk tolerance and requirements for liquidity. The following table lists the District’s authorized and permitted investments and certain limitations thereon provided by this Investment Policy:

Investment Type	Maximum Maturity	Maximum % Holdings	Maximum % per Issuer*	Minimum Rating**
Securities of the U.S. Government	5 Years	100%	100%	N/A
Registered State Warrants, Treasury Notes, or Bonds of the State of California or other states in the United States	5 Years	25%	10%	A-
Bonds, Notes, Warrants, or Other Evidences of Indebtedness of any Local Agency writing the State of California	5 Years	25%	10%	A-
Securities of U.S. Government Agencies and Instrumentalities	5 Years	100%	35%	N/A
Commercial Paper	270 days	25%	5%	A-1 Plus A Long Term
Corporate or Medium-Term Notes	5 Years	25%	5%	A-
Bonds of Supranationals (IBRD, IFC, IADB)	5 Years	15%	5%	AA-
Mortgage Pass-Through and Asset-Backed Securities	5 Years	20%	5%	AA-
Non-Negotiable Certificates of Deposit	1 Year	10%	5%	N/A
Negotiable Certificates of Deposit	1 Year	10%	5%	N/A
Money Market Mutual Funds	2(A) 7 Eligible	20%	20%	AAA / AAA by two NRSRO's
Local Agency Investment Fund	N/A	Max permitted by State Treasurer***	N/A	N/A
Collateralized Bank Deposits	N/A	100%	50%	N/A
Bankers' Acceptances	180 days	20%	5%	N/A
Joint Powers Authority Pool	N/A	50%	N/A	N/A

*Percentages will be in compliance if within limits at time of purchase

**Rating categories are inclusive of rating modifiers such as +/- or numbers from one NRSRO unless two ratings are noted

***Maximum allowed is \$75 million effective January 1, 2020

B. Maturity Constraints on Total Funds:

Every effort will be made to match investment maturities to cash flow needs. Matching maturities with expected cash flow needs will reduce the need to sell securities prior to maturity, thus reducing market risk. At all times, the District will maintain a minimum amount of funds to meet liquidity needs.

The portfolio's maximum weighted average maturity (WAM) shall not exceed ~~three (3)~~ years.

The maximum percent of callable agency securities in the portfolio shall be 25 percent.

Maximum maturities by authorized and permitted investments are included above. Unless matched to a specific requirement and approved by the Board of Directors, no investment may be made with a maturity greater than five (5) years. If greater than five-year maturity investments are approved and allowable by the Board of Directors, purchases of the investment instruments exceeding the five-year maturity shall not be made until after said approval.

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Maturity Constraints	Minimum % of Total Portfolio
Under 5 years	100%
Maturity Constraints	Maximum of Total Portfolio in Years
Weighted Average Maturity	2.5
Maturity Constraints	Maximum % of Total Portfolio
Callable Agency Securities	25%

6300.53 Non-Compliance with Authorized Investments

Investments which were obtained prior to adoption of this Policy which are currently not in compliance with said policy may be held until maturity pursuant to Government Code section 53601.6(b). Reporting of said non-compliant investments shall be made per Section 6300.70 of this Policy.

6300.55 Designation of Depositories

The Board of Directors shall, by Resolution, and in accordance with Government Code sections 53600 et seq. and 53630 et seq., designate depositories for District funds. A State or federal credit union may not be designated as a depository for District funds if a member of the Board of Directors or any person with investment decision-making authority for the District serves on the Board of Directors, any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the State or federal credit union.

As far as possible, all money belonging to, or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in State or national banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this State, selected by the Treasurer or other official having legal custody of the money; or may be invested in the investments set forth in Government Code section 53601. To be eligible to receive District money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code.

Government Code sections 53601.5 and 53601.6 shall apply to all investments that are acquired pursuant to Government Code section 53635.2. (Gov. Code, § 53635.2).

6300.56 Collateralization

A financial institution must provide coverage for at least 110 percent of all District deposits that are placed in the institution. Acceptable pooled collateral requirements are governed by California

Government Code Section 53651. Although permitted by California Government Code (Section 53651(m)), real estate mortgages are not considered acceptable collateral for District deposits. All banks are required to provide the District with a regular statement of pooled collateral. This report will state that they are meeting the 110 percent collateral rule (Government Code Section 53652(a)), a listing of all collateral with location and market value, plus an accountability of the total amount of deposits secured by the pool.

The market value of the collateral must not fall below 110 percent of the value of the deposit(s) at any time. The District will maintain a first perfected security interest in the securities pledged against the deposit and shall have a contractual right to liquidation of pledged securities upon the bankruptcy, insolvency or other default of the counter party.

As per section 53638 of the California Government Code, any deposit shall not exceed the total paid-up capital and surplus of any depository bank, nor shall the deposit exceed the total net worth of the depository institution.

Deposits that are within the Federal Deposit Insurance Corporation (FDIC) insured limit amounts are exempt from the District's collateralization and minimum bank financial strength rating requirements.

6300.60 Safekeeping of Securities

To protect against potential losses caused by collapse of individual securities dealers, all securities shall be delivered versus payment (DVP) and shall be kept in safekeeping pursuant to Government Code section 53608. All investment transactions require the bank to provide safekeeping receipt or acknowledgement generated from the transaction. All security transactions, including collateral for repurchase agreements, entered into by the District, shall be conducted on a delivery versus payment basis. The safekeeping institution is required to provide a listing of all securities held in safekeeping with current market data and other information on a monthly basis. In no case shall funds be wired or transmitted in any manner to brokers.

6300.70 Reporting Requirements

Under provisions of Government Code sections 53646 and 53607, the Treasurer shall render a monthly report to the District's Board of Directors and General Manager. The report shall include the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District, and shall additionally include a description of any of the District's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency of the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

In the report, a subsidiary ledger of investments may be used in accordance with generally accepted accounting practices.

The Treasurer shall report whatever additional information or data may be required by the District's Board of Directors.

For District investments that have been placed in the Local Agency Investment Fund, created by Government Code section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Financial Code section 14858, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply to the District's Board of Directors and General Manager the most recent statement(s) received by the District from these institutions in lieu of the aforementioned information regarding the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District.

The monthly Treasurer's report shall state compliance of the portfolio with this Investment of District Funds Policy, or manner in which the portfolio is non-compliant. The report shall include a statement denoting the ability of the District to meet its expenditure requirement for the next six months or an explanation as to why sufficient monies will not or may not be available.

The Investment Policy sets forth concentration constraints and minimum credit ratings for each type of security. These limits apply to the initial purchase of a security and do not automatically trigger the sale of a security as the portfolio value fluctuates or in the event of credit rating downgrade. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

6300.90 Investment Policy Review

This policy governing Investment of District Funds shall be reviewed, modified as necessary and re-adopted or amended at a public meeting of the Board of Directors annually or more frequently if necessary.

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ATTACHMENT 2

Policy No. 6300.00
Investments of District Funds Policy
Clean Version

6300.00

INVESTMENT OF DISTRICT FUNDS

6300.01 Purpose

This fiscal management policy is intended to provide a policy and guidelines for the District's Treasurer or designee for the prudent and suitable investment of funds and monies of the District without regard to source. The ultimate goal is to enhance the economic status of the District while protecting its funds.

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest operating and reserve funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments first meet the criteria established for safety and liquidity.

Funds not included in this Policy include deferred compensation funds.

6300.10 Definition and Provision of the Government Code

The Board of Directors and Officers authorized to make investment decisions on behalf of the District investing public funds pursuant to California Government Code sections 53600 et seq. and 53630 et seq. are trustees and therefore fiduciaries subject to the prudent investor standard. As an investment standard, any investment shall be made as if it is one which a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

6300.20 Authority

The investment policies and practices of the District are based upon compliance with federal, state and local law and prudent money management. Investments will be in compliance with governing provisions of law (California Government Code sections 53600 et seq. and 53630 et seq. as amended) and this Policy. This Policy shall take precedence when more restrictive than the California Government Code.

6300.21

The Board of Directors delegates for a one-year period the day-to-day management of the District's investments to the Treasurer, subject to the conditions of this Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of documentation and reporting pursuant to Section 6300.70 of this Policy.

The District may also enter into an agreement with a registered investment advisor for investment management/advisory services, and the investment advisor will operate under the direction of the Treasurer. If the District hires an investment advisor to provide investment management services, the advisor is authorized to transact with its direct dealer relationships on behalf of the District. Such advisers shall provide recommendations and advice regarding the District's investment program including but not limited to the purchase and sale of investments in accordance with this Investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940.

6300.30 Ethics and Conflicts of Interest

Directors and Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Investment officials shall disclose to the Treasurer any material financial interests in financial institutions that conduct business with the District, and they will further disclose any personal financial or investment positions that could be related to the performance of the District's portfolio, particularly with regard to the timing of purchases and sales.

6300.35 Prudence

Investments shall be made in the context of the "Prudent Investor" rule, which states that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The General Manager, District Treasurer and their designees involved in the investment process, acting in accordance with this Investment of District Funds Policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6300.40 Objectives

6300.41 Safety of Principal - Safety of principal is the primary objective of the District. Each investment transaction shall seek to preserve the principal of the portfolio, whether from institutional default, broker-dealer default or erosion of market value of securities. The District shall seek to preserve principal by mitigating the following two types of risk:

A. Credit Risk - Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing in only very safe institutions and by diversifying the investment of District funds so that the failure of any one issuer would not unduly harm the District's cash flow.

B. Market Risk - The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District's invested funds to three (3) years. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.

6300.42 Liquidity - Liquidity is the second most important objective. Investments shall be made whose maturity dates are compatible with cash flow requirements and which can be easily and rapidly converted into cash without substantial loss of value.

6300.43 Return on Investment - Investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal, liquidity, and without undue risk.

6300.50 Authorized Investments

District investments are governed by the California Government Code sections 53600 et seq. and 53630 et seq. A permissible investment's term or remaining maturity is to be measured from the investment's settlement date to final maturity. Any forward settlement that exceeds 45 days from the time of investment is prohibited. Within the context of these sections the following investments are authorized:

A. Local Agency Investment Fund - The District may invest in the Local Agency Investment Fund (LAIF) established by the California State Treasurer and created by Government Code sections 16429.1 through 16429.4 for the benefit of local agencies up to the maximum permitted by the LAIF's Local Investment Advisory Board.

B. Securities of the U.S. Government - United States Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the District funds which can be invested in this category as they are all safe and liquid. Purchases may not have a term remaining to maturity in excess of five (5) years. (Gov. Code, §§ 53601(b) and 53635(a).)

C. State Obligations - Registered State Warrants or Treasury Notes or Bonds issued by the State of California, any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state, as defined in Government Code sections 53601(c), 53601(d) and 53651 and pursuant to Government Code section 53635.2. Obligations eligible for investment shall be rated "A" or its equivalent or better by a nationally recognized statistical rating organization. No more than 25 percent of the District's total portfolio may be invested in state obligations, and no more than 10 percent of any single issuer. Purchases may not have a term remaining to maturity in excess of five (5) years.

D. Local Agency Obligations - Obligations issued by any local agency, as defined by the Government Code, within the State. Obligations may be bonds, notes, warrants, or other evidences of indebtedness, as defined in Government Code sections 53601(e) and 53651 and pursuant to Government Code section 53635.2. Obligations eligible for investment shall be rated "A" or its equivalent or better by a nationally recognized statistical rating organization. No more than 25 percent of the District's total portfolio may be invested in local agency obligations, and no more than 10 percent of any single issuer. Purchases may not have a term remaining to maturity in excess of five (5) years.

E. Securities of the U.S. Government Agencies and Instrumentalities - Federal agency or United States government-sponsored enterprise obligations (GSEs) such as: Federal Farm Credit Bank Funding Corporation (FFCB), Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Government National Mortgage Association (GNMA), Federal Agricultural Mortgage Corporation (FAMC) and Tennessee Valley Authority (TVA). Such securities are obligations of the federal agencies or United States government-sponsored enterprises and shall not have a term to remaining to maturity in excess of five (5) years. There is no limitation as to the percentage of the District funds which can be invested in this category. No more than 35 percent of any single issuer may be purchased. (Gov. Code, §§ 53601(f), 53651).

F. Bankers' Acceptances – Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 20 percent of the District's money that may be invested pursuant to Government Code section 53601(g). However, no more than 5 percent of the District's money may be invested in the bankers' acceptances of any one commercial bank pursuant to Government Code section 53601(g). (Gov. Code, §§ 53601(g), 53651)

G. Prime Commercial Paper - Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

(1) The entity meets the following criteria:

- (a) Is organized and operating in the United States as a general corporation.
- (b) Has total assets in excess of five hundred million dollars (\$500,000,000).
- (c) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.

(2) The entity meets the following criteria:

- (a) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
- (b) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bonds.
- (c) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 397 days or less. In addition:

- (a) No more than 25 percent of the District's total portfolio may be invested in eligible commercial paper; and,
- (b) No more than 5 percent may be invested in any single issuer. (Gov. Code, § 53601(h), 53635.)

H. Non-negotiable Certificates of Deposits - The District may invest in nonnegotiable time deposits collateralized in accordance with the Uniform Commercial Code, in those banks and State and federal associations which meet the requirements for investment in negotiable certificates of deposit (NCD). When conditions so warrant, the first \$250,000 of collateral security for such deposits can be waived if the financial institution is insured pursuant to federal and State law. The term of non-negotiable certificates of deposit is restricted to a maximum of one year. No more than 10 percent of the District's total portfolio may be invested in non-negotiable CD's, and no more than 5 percent of any single issuer.

I. Negotiable Certificates of Deposits - Negotiable certificates of deposit issued by a nationally or state-chartered bank or a federal association, a state or Federal credit union, or by a federally licensed or state licensed branch of a foreign bank. The term of negotiable certificates of deposit is restricted for a minimum of 7 days and a maximum of one year. No more than 10 percent of the District's total portfolio may be invested in negotiable CD's, and no more than 5 percent of any single issuer. (Gov. Code, §§ 53601(i)).

J. Medium-Term Corporate Notes - Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized statistical rating organization. No more than 25 percent of the District's total portfolio may be invested in medium-term notes, and no more than 5 percent of any single issuer. (Gov. Code, §§ 53601(k) and 53635.2)

K. Mutual Funds/Money Market Mutual Funds - To be eligible for investment pursuant to this subsection (K), these funds shall meet the following conditions in either paragraph (1) or (2) below:

(1) Shares of beneficial interest issued by diversified management companies (otherwise known as mutual funds) that invest in the securities and obligations as authorized by subdivisions (a) to (k), inclusive, or (m) to (q) inclusive, of Government Code section 53601 and that comply with the investment restrictions of Government Code sections 53600 et seq. and 53630 et seq. However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily. To be eligible for investment pursuant to this paragraph (1), the companies must have either:

(a) Retained an investment adviser registered with the Securities and Exchange Commission with not less than five (5) years' experience

investing in securities and obligations and authorized by subdivisions (a) to (k), inclusive, (m) or (q) inclusive of Government Code Section 53601 and with assets under management in excess of five hundred million dollars (\$500,000,000); or,

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations. (Gov. Code, § 53601(l)(1) & (3).)

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.). To be eligible for investment pursuant to this paragraph (2), the companies must either have:

(a) Retained an investment adviser registered with the Securities Exchange Commission with not less than five (5) years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); or

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations. (Gov. Code, § 53601(l)(2) & (4).)

(3) The purchase price of shares of mutual funds and money market mutual funds purchased pursuant to this Section K of this Policy shall not include any commission that the companies may charge and shall not exceed 20 percent of the total portfolio. Further, no more than 20 percent of the District's total funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1) above. (Gov. Code, § 53601(l)(5).)

L. Asset-Backed Securities – Securities include mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds of a maximum remaining maturity of five (5) years or less. Securities eligible for investment under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by a nationally recognized statistical rating organization. Purchases of asset-backed securities may not exceed 20 percent of the total portfolio. No more than 5 percent of the portfolio may be invested in any single issuer. (Gov. Code, §§ 53601(o), 53635.2.)

M. Joint Powers Authority - Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (r), inclusive, of Government Code section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. Purchase of joint powers authority may not exceed 50 percent of the total portfolio. To be eligible under

this Section M of this Policy, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission;
- (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive, of Government Code section 53601; and,
- (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000) (Gov. Code, § 53601(p).)

N. Collateralized Bank Deposits – Section 6300.56 of this policy addresses collateralization requirements for deposits. These are authorized by California Government Code Section 53637. No more than 50 percent of the portfolio may be invested in any single bank.

O. Supranationals - United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The maximum remaining maturity for these obligations must be five (5) years or less, and they must be eligible for purchase and sale within the United States. In addition, these investments must be rated “AA” or better by a nationally recognized statistical ratings organization. Investments in Supranationals shall not exceed 15 percent of the total portfolio. No more than 5 percent of the portfolio may be invested in any single issuer. (Gov. Code, § 53601(q).)

6300.51 Investment Parameters

A. Diversification Constraints on Total Funds:

Permissible investments and limits are based on total funds at time of purchase (settlement date). This subset listing of authorized and permitted securities with specific limitations is determined to more closely fit the District’s risk tolerance and requirements for liquidity. The following table lists the District’s authorized and permitted investments and certain limitations thereon provided by this Investment Policy:

Investment Type	Maximum Maturity	Maximum % Holdings	Maximum % per Issuer*	Minimum Rating**
Securities of the U.S. Government	5 Years	100%	100%	N/A
Registered State Warrants, Treasury Notes, or Bonds of the State of California or other states in the United States	5 Years	25%	10%	A-
Bonds, Notes, Warrants, or Other Evidences of Indebtedness of any Local Agency writing the State of California	5 Years	25%	10%	A-
Securities of U.S. Government Agencies and Instrumentalities	5 Years	100%	35%	N/A
Commercial Paper	270 days	25%	5%	A-1 Plus A Long Term
Corporate or Medium-Term Notes	5 Years	25%	5%	A-
Bonds of Supranationals (IBRD, IFC, IADB)	5 Years	15%	5%	AA-
Mortgage Pass-Through and Asset-Backed Securities	5 Years	20%	5%	AA-
Non-Negotiable Certificates of Deposit	1 Year	10%	5%	N/A
Negotiable Certificates of Deposit	1 Year	10%	5%	N/A
Money Market Mutual Funds	2(A) 7 Eligible	20%	20%	AAA / AAA by two NRSRO's
Local Agency Investment Fund	N/A	Max permitted by State Treasurer***	N/A	N/A
Collateralized Bank Deposits	N/A	100%	50%	N/A
Bankers' Acceptances	180 days	20%	5%	N/A
Joint Powers Authority Pool	N/A	50%	N/A	N/A

*Percentages will be in compliance if within limits at time of purchase

**Rating categories are inclusive of rating modifiers such as +/- or numbers from one NRSRO unless two ratings are noted

***Maximum allowed is \$75 million effective January 1, 2020

B. Maturity Constraints on Total Funds:

Every effort will be made to match investment maturities to cash flow needs. Matching maturities with expected cash flow needs will reduce the need to sell securities prior to maturity, thus reducing market risk. At all times, the District will maintain a minimum amount of funds to meet liquidity needs.

The portfolio's maximum weighted average maturity (WAM) shall not exceed 3 years.

The maximum percent of callable agency securities in the portfolio shall be 25 percent.

Maximum maturities by authorized and permitted investments are included above. Unless matched to a specific requirement and approved by the Board of Directors, no investment may be made with a maturity greater than five (5) years. If greater than five-year maturity investments are approved and allowable by the Board of Directors, purchases of the investment instruments exceeding the five-year maturity shall not be made until after said approval.

Maturity Constraints	Minimum % of Total Portfolio
Under 5 years	100%
Maturity Constraints	Maximum of Total Portfolio in Years
Weighted Average Maturity	2.5
Maturity Constraints	Maximum % of Total Portfolio
Callable Agency Securities	25%

6300.53 Non-Compliance with Authorized Investments

Investments which were obtained prior to adoption of this Policy which are currently not in compliance with said policy may be held until maturity pursuant to Government Code section 53601.6(b). Reporting of said non-compliant investments shall be made per Section 6300.70 of this Policy.

6300.55 Designation of Depositories

The Board of Directors shall, by Resolution, and in accordance with Government Code sections 53600 et seq. and 53630 et seq., designate depositories for District funds. A State or federal credit union may not be designated as a depository for District funds if a member of the Board of Directors or any person with investment decision-making authority for the District serves on the Board of Directors, any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the State or federal credit union.

As far as possible, all money belonging to, or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in State or national banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this State, selected by the Treasurer or other official having legal custody of the money; or may be invested in the investments set forth in Government Code section 53601. To be eligible to receive District money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code.

Government Code sections 53601.5 and 53601.6 shall apply to all investments that are acquired pursuant to Government Code section 53635.2. (Gov. Code, § 53635.2).

6300.56 Collateralization

A financial institution must provide coverage for at least 110 percent of all District deposits that are placed in the institution. Acceptable pooled collateral requirements are governed by California Government Code Section 53651. Although permitted by California Government Code (Section

53651(m)), real estate mortgages are not considered acceptable collateral for District deposits. All banks are required to provide the District with a regular statement of pooled collateral. This report will state that they are meeting the 110 percent collateral rule (Government Code Section 53652(a)), a listing of all collateral with location and market value, plus an accountability of the total amount of deposits secured by the pool.

The market value of the collateral must not fall below 110 percent of the value of the deposit(s) at any time. The District will maintain a first perfected security interest in the securities pledged against the deposit and shall have a contractual right to liquidation of pledged securities upon the bankruptcy, insolvency or other default of the counter party.

As per section 53638 of the California Government Code, any deposit shall not exceed the total paid-up capital and surplus of any depository bank, nor shall the deposit exceed the total net worth of the depository institution.

Deposits that are within the Federal Deposit Insurance Corporation (FDIC) insured limit amounts are exempt from the District's collateralization and minimum bank financial strength rating requirements.

6300.60 Safekeeping of Securities

To protect against potential losses caused by collapse of individual securities dealers, all securities shall be delivered versus payment (DVP) and shall be kept in safekeeping pursuant to Government Code section 53608. All investment transactions require the bank to provide safekeeping receipt or acknowledgement generated from the transaction. All security transactions, including collateral for repurchase agreements, entered into by the District, shall be conducted on a delivery versus payment basis. The safekeeping institution is required to provide a listing of all securities held in safekeeping with current market data and other information on a monthly basis. In no case shall funds be wired or transmitted in any manner to brokers.

6300.70 Reporting Requirements

Under provisions of Government Code sections 53646 and 53607, the Treasurer shall render a monthly report to the District's Board of Directors and General Manager. The report shall include the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District, and shall additionally include a description of any of the District's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency of the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

In the report, a subsidiary ledger of investments may be used in accordance with generally accepted accounting practices.

The Treasurer shall report whatever additional information or data may be required by the District's

Board of Directors.

For District investments that have been placed in the Local Agency Investment Fund, created by Government Code section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Financial Code section 14858, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply to the District's Board of Directors and General Manager the most recent statement(s) received by the District from these institutions in lieu of the aforementioned information regarding the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District.

The monthly Treasurer's report shall state compliance of the portfolio with this Investment of District Funds Policy, or manner in which the portfolio is non-compliant. The report shall include a statement denoting the ability of the District to meet its expenditure requirement for the next six months or an explanation as to why sufficient monies will not or may not be available.

The Investment Policy sets forth concentration constraints and minimum credit ratings for each type of security. These limits apply to the initial purchase of a security and do not automatically trigger the sale of a security as the portfolio value fluctuates or in the event of credit rating downgrade. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

6300.90 Investment Policy Review

This policy governing Investment of District Funds shall be reviewed, modified as necessary and re-adopted or amended at a public meeting of the Board of Directors annually or more frequently if necessary.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	Discussion and Possible Action to Call for a November 3, 2026 Election
Status:	Action
Report Date:	April 21, 2026
Prepared By:	Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk Annie Liu, Director of Administrative Services

OBJECTIVE:

Consider adoption of Resolutions 05-2026 (Sacramento County) and 06-2026 (Placer County) calling for a November 3, 2026 election of one Director for a regular four-year term in District Two and one Director for a regular four-year term in District Three.

BACKGROUND AND ANALYSIS:

Citrus Heights Water District (CHWD or District) staff has prepared resolutions for Sacramento County and Placer County to call the District's November 3, 2026 general district election and to request consolidation and election services from each affected county. Because the District lies in both Sacramento and Placer Counties, separate county-facing resolutions and related filings are appropriate.

The candidate filing period for the CHWD Board of Directors begins July 13, 2026, and closes August 7, 2026. If an incumbent for an office to be filled at the election does not file by 5:00 p.m. on August 7, 2026, any person other than that incumbent may file for that office until 5:00 p.m. on August 12, 2026. Voluntary candidate statements are limited to 200 words, and the candidates are to pay the actual costs required by the county elections officials.

Any tie vote is to be resolved as provided by Elections Code section 15651. The revised resolutions also direct the Secretary and Deputy Board Clerk to transmit the notices, office listings, and boundary materials required by Elections Code sections 10509 and 10522 to the elections officials of each affected county by the applicable deadlines.

Change to District Elections

CHWD Board Directors adopted Ordinance No. 01-2020 (O01-2020) on May 20, 2020 providing for the election of Members of the Board of Directors by districts, establishing boundaries, assigning a number to each District (i.e., District 1, District 2 and District 3), and

establishing the election order of each District, for use in the Board election this November. Prior to the adoption of O01-2020 CHWD elected its Board of Directors through an “of-division” electoral system in which each Board member was required to reside within a division, but was elected by the voters of the entire electorate to provide District-wide representation. The District’s district boundaries were last reviewed and adopted in December 2021 to reaffirm equity of the population among the three districts.

RECOMMENDATION:

Adopt Resolutions 05-2026 (Sacramento County) and 06-2026 (Placer County) calling for a November 3, 2026 election of one Director for a regular four-year term in District Two and one Director for a regular four-year term in District Three.

ATTACHMENTS:

1. Resolution 05-2026 (Sacramento County) calling for a November 3, 2026 Election
2. Resolution 06-2026 (Placer County) calling for a November 3, 2026 Election

ATTACHMENT 1

Resolution 05-2026 (Sacramento County) calling
for a November 3, 2026 Election

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 05-2026

RESOLUTION OF THE BOARD OF DIRECTORS
CALLING FOR A NOVEMBER 3, 2026 ELECTION OF A DIRECTOR FOR A
REGULAR FOUR-YEAR TERM IN DISTRICT TWO AND A DIRECTOR FOR A
REGULAR FOUR-YEAR TERM IN DISTRICT THREE; REQUESTING
CONSOLIDATION WITH THE NOVEMBER 3, 2026 STATEWIDE ELECTION IN
SACRAMENTO COUNTY; AND REQUESTING ELECTION SERVICES

WHEREAS, the Citrus Heights Water District (District) is a special district located in Sacramento and Placer Counties; and

WHEREAS, a statewide election will be held on November 3, 2026; and

WHEREAS, the District desires to call its general district election for two offices on the same date and to request consolidation and election services in Sacramento County pursuant to Elections Code sections 10002 and 10403. :

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District as follows:

1. A general district election is hereby called and ordered to be held in the District on November 3, 2026.
2. The Exact form of the offices to appear on the ballot shall be as follows:
 - a. Director, Citrus Heights Water District, Division Two, Full Term
 - b. Director, Citrus Heights Water District, Division Three, Ful Term
3. The offices are elected by district. Only voters residing within a district may vote for candidates for that district office. Candidates shall possess the qualifications for office required by applicable law.
4. Pursuant to Elections Code section 13307, each candidate may file a voluntary candidate statement not exceeding 200 words. Candidates, and not the District, shall pay the actual cost of publication and any authorized distribution of a candidate statement as required by Sacramento County.
5. Any tie vote shall be resolved in the manner provided by Elections Code section 15651.
6. The Board of Supervisors of Sacramento County is hereby requested to consolidate the District election with the November 3, 2026 statewide election and to permit the Sacramento County Registrar of Voters to render specified services relating to the conduct of the election pursuant to Elections Code sections 10002 and 10403. The services requested include, as authorized by law, receiving

and processing nomination documents, printing and mailing election materials, handling candidate statements, providing vote-by-mail and vote-center or polling-place services as applicable, canvassing returns, and reporting or certifying results for Sacramento County voters, in coordination with any other affected county as required by law.

7. The District agrees to reimburse Sacramento County for the actual costs of election services in the manner required by law and the County's applicable fee schedule or cost-allocation procedures.
8. The Board acknowledges that the consolidated election will be held and conducted in the manner prescribed by Elections Code section 10418.
9. The Secretary and Deputy Board Clerk are authorized and directed to file certified copies of this resolution with the Sacramento County Board of Supervisors and the Sacramento County Registrar of Voters, and to transmit any notices, maps, boundary statements, office listings, and related materials required by Elections Code sections 10509 and 10522 and other applicable law to the elections officials of each affected county by the applicable deadlines.

ADOPTED this 28th day of April, 2026.

AYES: Board Members-

NOES: Board Members-

ABSTAIN: Board Members-

ABSENT: Board Members-

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 05-2026 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held April 28, 2026.

Kayleigh Shepard, Deputy Board Clerk
Citrus Heights Water District

ATTACHMENT 2

Resolution 06-2026 (Placer County) calling for a
November 3, 2026 Election

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 06-2026

RESOLUTION OF THE BOARD OF DIRECTORS
CALLING FOR A NOVEMBER 3, 2026 ELECTION OF A DIRECTOR FOR A
REGULAR FOUR-YEAR TERM IN DISTRICT TWO AND A DIRECTOR FOR A
REGULAR FOUR-YEAR TERM IN DIVISION THREE;
REQUESTING CONSOLIDATION WITH THE NOVEMBER 3, 2026 STATEWIDE
ELECTION IN PLACER COUNTY; AND REQUESTING ELECTION SERVICES

WHEREAS, the Citrus Heights Water District (District) is a district located in Sacramento and Placer Counties; and

WHEREAS, a statewide election will be held on November 3, 2026; and

WHEREAS, the District desires to call its general district election for two offices on the same date and to request consolidation and election services in Placer County pursuant to Elections Code sections 10002 and 10403.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District as follows:

1. A general district election is hereby called and ordered to be held in the District on November 3, 2026.
2. The exact form of the offices to appear on the ballot shall be as follows:
 - a. Director, Citrus Heights Water District, Division Two, Full Term.
 - b. Director, Citrus Heights Water District, Division Three, Full Term.
3. The offices are elected by division. Only voters residing within a division may vote for candidates for that division office. Candidates shall possess the qualifications for office required by applicable law.
4. Pursuant to Elections Code section 13307, each candidate may file a voluntary candidate statement not exceeding 200 words. Candidates, and not the District, shall pay the actual cost of publication and any authorized distribution of a candidate statement as required by Placer County.
5. Any tie vote shall be resolved in the manner provided by Elections Code section 15651.
6. The Board of Supervisors of Placer County is hereby requested to consolidate the District election with the November 3, 2026 statewide election and to permit the Placer County Clerk-Recorder-Registrar of Voters to render specified services relating to the conduct of the election pursuant to Elections Code sections 10002 and 10403. The services requested include, as authorized by law, receiving and

processing nomination documents, printing and mailing election materials, handling candidate statements, providing vote-by-mail and vote-center or polling-place services as applicable, canvassing returns, and reporting or certifying results for Placer County voters, in coordination with any other affected county as required by law.

7. The District agrees to reimburse Placer County for the actual costs of election services in the manner required by law and the County's applicable fee schedule or cost-allocation procedures.
8. The Board acknowledges that the consolidated election will be held and conducted in the manner prescribed by Elections Code section 10418.
9. The Secretary and Deputy Board Clerk are authorized and directed to file certified copies of this resolution with the Placer County Board of Supervisors and the Placer County Clerk-Recorder-Registrar of Voters, and to transmit any notices, maps, boundary statements, office listings, and related materials required by Elections Code sections 10509 and 10522 and other applicable law to the elections officials of each affected county by the applicable deadlines.

ADOPTED this 28th day of April, 2026.

AYES: Board Members-

NOES: Board Members-

ABSTAIN: Board Members-

ABSENT: Board Members-

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 06-2026 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held April 28, 2026.

Kayleigh Shepard, Deputy Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	Q1 2026 Strategic Plan Update
Status:	Discussion
Report Date:	April 2, 2026
Prepared By:	Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk

OBJECTIVE:

Staff will provide an update of the 2026 Strategic Plan.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH LAFLEUR ENGINEERING, INC. FOR THE DONNAWOOD WAY WATER MAIN PROJECT
Status:	Action Item
Report Date:	April 16, 2026
Prepared By:	Tamar Dawson, Assistant Engineer Ali Shafaq, Principal Civil Engineer Missy Pieri, Director of Engineering

OBJECTIVE:

Consider acceptance of a bid from LaFleur Engineering, Inc. to install an 8-inch water main and appurtenances, including replacing or reconnecting 17 water services, along Donnanwood Way as part of Citrus Heights Water District’s (CHWD) annual water main replacement program.

BACKGROUND AND ANALYSIS:

The Donnanwood Way Water Main Project (Project) will replace the aging (installed in 1967) 4-inch asbestos cement pipe water main that is undersized and does not have a fire hydrant mid-block which does not meet current fire hydrant spacing requirements. The Project will also change the alignment of the new 8-inch water main from front yards to the roadway which will provide easier future access and be much less invasive and disruptive to the property owners along the street. This Project appears in the 2026 Capital Projects Budget as the Donnanwood Way Water Main Project (C25-103) and was identified using the risk assessment model created as part of the Project 2030 Study.

The District received seven (7) sealed proposals on April 15, 2026, at which time proposals were opened and read publicly. Bids received are as follows:

1.	LaFleur Engineering, Inc.	\$ 424,179.60
2.	C.E. Cox Engineering, Inc.	\$ 437,311.50
3.	Rawles Engineering, Inc.	\$ 445,170.00
4.	ARB, Inc.	\$ 494,254.00
5.	Doug Veerkamp General Engineering, Inc.	\$ 557,612.50
6.	Flowline Contractors, Inc.	\$ 583,987.00
7.	Martin General Engineering, Inc.	\$ 602,161.50

The lowest responsive bid received was from LaFleur Engineering, Inc., Roseville, Ca. at \$424,179.60 as noted above. This bid was approximately 7.4% above the engineer’s estimated construction cost of \$394,979.00. Staff reviewed the itemized bid costs and determined that the majority of the difference between the estimate and the received bid is due to the estimated versus bid cost of the Type 2 slurry seal required by the County of Sacramento for pavement restoration.

Although the bid was more than the estimated construction cost, there is sufficient available funding in the District’s 2026 Capital Expenditures specifically for this project. Staff recommends acceptance of the lowest responsive bid.

RECOMMENDATION:

Accept the bid of LaFleur Engineering, Inc. in the amount of \$424,179.60 and establish a contingency fund in the amount of \$42,417.96 (10%), for a total amount of \$466,597.56; and Authorize the General Manager to execute an agreement with LaFleur Engineering, Inc.

ATTACHMENT:

Donnawood Way Water Main Project Construction Agreement

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

DONNAWOOD WAY WATER MAIN PROJECT

SPECIFICATIONS FOR PROJECT NO. C25-101



CONSTRUCTION AGREEMENT



**CITRUS
HEIGHTS**

**WATER
DISTRICT**

6230 Sylvan Rd • PO Box 286
Citrus Heights • California • 95611-0286

916/725-6873 • 916/725-0345 Fax

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**SECTION 00100
NOTICE INVITING BIDS**

NOTICE INVITING BIDS

Citrus Heights Water District ("District") will receive sealed bids for the **Donnawood Way Water Main Project** no later than **April 15, 2026, at 2:00 PM**, at the Administrative Office of Citrus Heights Water District, 6230 Sylvan Road, Citrus Heights, CA 95610, at which time said bids will be read aloud. The District will not accept late bids. Bids shall be valid for 60 calendar days after the bid opening date.

The Project must be completed within **49** calendar days (**35** working days), beginning ten (10) calendar days after the date on which the notice to proceed ("Notice to Proceed") is sent by the District to the contractor that is awarded a bid for this Project ("Contractor").

The Project consists of all Work described in the Contract Documents and generally consists of furnishing of all labor, materials, tax, equipment and services for the construction and completion of the following work all within the **roadways of Donnawood Way and portions of the intersections at Cross Drive and at Drywood Way**, within the Orangevale community in the County of Sacramento. The work to be completed includes, but is not limited to, installing **6 linear feet of 12-inch water main, 730 linear feet of 8-inch water main, 18 linear feet of 6-inch water main, four (4) 8-inch gate valves, three (3) 6-inch gate valves, one (1) steamer fire hydrant, one (1) 2-inch blow-off valve, one (1) 1-inch air/vacuum valve – below ground, two (2) 1-inch metered water services, eleven (11) 1-inch water services with curb stops, and four (4) 1-inch water service reconnections at main.**

Addendums or changes to the Contract Documents, Plans and Specifications prior to the date and time specified of the opening of bids will be performed and validated in writing and distributed by the District to the plan holders of record.

Contract Documents, Plans, and Specifications are now posted on the Crisp Imaging (CRISP) website at <https://www.crispplanroom.com/> under heading of Recent Jobs Posted. Citrus Heights Water District will be using CRISP to manage and distribute all Contract Documents, Plans, and Specifications. The entire bid package including plans and any District issued addendums can be ordered at the expense of the Contractor through the website or by calling CRISP at (916) 344-0232, 4733 Auburn Blvd, Sacramento, CA 95841. Prospective bidders may review all the documents on the website without downloading for no charge.

Addendums or changes to the Contract Documents, Plans and Specifications prior to the date and time specified of the opening of bids will be performed and validated in writing and distributed by the District to the plan holders of record.

Complete sets of the Bid Forms must be used in preparing bids. The District does not assume responsibility for errors or misinterpretations resulting from the use of incomplete

SECTION 00100
NOTICE INVITING BIDS

sets of Contract Documents. Modifications to or withdrawal of bids may be made by the bidder prior to the bid closing deadline. Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the District in an amount not less than (10%) of the submitted Total Bid Price.

Bids will be read aloud. However, bid results are automatically made public by email transmittal to all participants of the Mandatory Pre-Bid Conference and by posting to the District's website at <http://chwd.org/>. The District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid.

ADDENDUM 1 (03/24/2026)

A MANDATORY Pre-Bid Conference will be held at 6230 Sylvan Road, Citrus Heights, CA 95610 on the following date and time: **March 26, 2026, at 2:00 PM**. Each and every Bidder MUST attend the Pre-Bid Conference. Bids WILL NOT be accepted from any bidder who did not attend the Mandatory Pre-Bid Conference.

The last day to submit written questions is **March 31, 2026, before 5:00 PM**. Submission shall be sent via e-mail to Tamar Dawson at tdawson@chwd.org. An e-mail will be created to address all questions and sent to all attendees of the Mandatory Pre-Bid Conference via email by end-of-day **April 02, 2026**.

The District's preliminary cost estimate for this Project is **\$394,310.00**.

Each bid shall be accompanied by the security referred to in the Contract Documents, the non-collusion declaration, the list of proposed subcontractors, and all additional documentation required by the Instructions to Bidders.

The successful bidder will be required to furnish the District with a Performance Bond equal to 100% of the successful bid, and a Payment Bond equal to 100% of the successful bid, prior to execution of the Contract. All bonds are to be secured from a surety that meets all of the State of California bonding requirements, as defined in Code of Civil Procedure Section 995.120, and is admitted by the State of California.

Pursuant to Public Contract Code Section 22300, the successful bidder may substitute certain securities for funds withheld by District to ensure his performance under the Contract.

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful bidder, copies of which are on file and will be made available to any interested party upon request at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or online at <http://www.dir.ca.gov/dlsr>. A copy of these rates shall be posted by the successful bidder at the job site. The successful bidder and all subcontractor(s) under him, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in

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the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

All contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. This Project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract:

California Class A General Engineering Contractor.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

The California Air Resources Board ("CARB") implemented amendments to the In-Use Off-Road Diesel-Fueled Fleets Regulations ("Regulation") which went into effect on January 1, 2024, and apply broadly to all self-propelled off road diesel vehicles 25 horsepower or greater and other forms of equipment used in California. A copy of the Regulation is available at <https://ww2.arb.ca.gov/sites/default/files/barcu/regact/2022/off-road-diesel/appa-1.pdf>. Bidders are required to comply with all CARB and Regulation requirements, including, without limitation, all applicable sections of the Regulation, as codified in Title 13 of the California Code of Regulations section 2449 et seq. throughout the duration of the Project. Bidders must provide, with their Bid, copies of Bidder's and all listed subcontractors' most recent, valid Certificate of Reported Compliance ("CRC") issued by CARB. Failure to provide valid CRCs as required herein may render the Bid non-responsive.

Award of Contract: The District may award the Contract for the Project to the lowest responsible bidder as determined from the Base Bid by the District. The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

The District reserves the right to reject any or all bids or to accept any bid. The District reserves the right to determine which proposal is, in its judgment, the most responsive bid of a responsible bidder and which proposal should be accepted in the best interest of the District. The District also reserves the right to waive any informality in any proposal or bid.

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**SECTION 00100
NOTICE INVITING BIDS**

For further information, contact Tamar Dawson at 916-735-7732 or via e-mail (tdawson@chwd.org).

END OF NOTICE INVITING BIDS

**SECTION 00100
NOTICE INVITING BIDS**

SECTION 00200
INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

1. AVAILABILITY OF CONTRACT DOCUMENTS

Bids must be submitted to the District on the Bid Documents which are a part of the Bid Package for the Project. Prospective bidders may obtain a complete set of Contract Documents as stated in the Notice Inviting Bids.

2. EXAMINATION OF CONTRACT DOCUMENTS

The District has made copies of the Contract Documents available, as indicated above. Bidders shall be solely responsible for examining the Project Site and the Contract Documents, including any Addenda issued during the bidding period, and for informing itself with respect to local labor availability, means of transportation, necessity for security, laws and codes, local permit requirements, wage scales, local tax structure, contractors' licensing requirements, availability of required insurance, and other factors that could affect the Work. Bidders are responsible for consulting the standards referenced in the Contract. Failure of Bidder to so examine and inform itself shall be at its sole risk, and no relief for error or omission will be given except as required under State law.

3. INTERPRETATION OF CONTRACT DOCUMENTS

Discrepancies in, and/or omissions from the Plans, Specifications or other Contract Documents or questions as to their meaning shall be immediately brought to the attention of the District by submission of a written request for an interpretation or correction to the District. Such submission, if any, must be sent via email or U.S. Mail to:

Tamar Dawson
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610
e-mail: tdawson@chwd.org

ADDENDUM 2 (03/24/2026)

and received no later than **March 31, 2026, before 5:00PM.**

Any interpretation of the Contract Documents will be made only by written addenda duly issued and provided to all recipients of complete sets of the Contract Documents. The District will not be responsible for any explanations or interpretations provided in any other manner. No person is authorized to make any oral interpretation of any provision in the Contract Documents to any Bidder, and no Bidder should rely on any such oral interpretation.

Bids shall include complete compensation for all items of work to be performed under the Contract Documents.

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INSTRUCTIONS TO BIDDERS

4. INSPECTION OF SITE; PRE-BID CONFERENCE AND SITE WALK

Each prospective bidder is responsible for fully acquainting itself with the conditions of the Project Site(s), as well as those relating to the construction and labor of the Project, to fully understand the facilities, difficulties and restrictions which may impact the cost or effort required to complete the Project. To this end, a Pre-Bid Conference and Site Walk will be held on the date(s) and time(s) indicated in the Notice Inviting Bids.

5. ADDENDA

The District reserves the right to revise the Contract Documents prior to the bid opening date. Revisions, if any, shall be made by issuing Addenda. All plan holders will be notified when an addendum is posted to the bid management system. All addenda issued by the District shall be included in the bid and made part of the Contract Documents. Pursuant to Public Contract Code Section 4104.5, if the District issues an Addendum which includes material changes to the Project less than **72 hours** prior to the deadline for submission of bids, the District will extend the deadline for submission of bids. The District may determine, in its sole discretion, whether an Addendum warrants postponement of the bid submission date. Announcement of any extension shall be made via the electronic bid management system to all plan holders. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, the electronic bid management system requires each bidder acknowledge receipt of all addenda before submission of the bid.

6. ALTERNATE BIDS

If alternate bid items are called for in the Contract Documents, the lowest bid will be determined on the basis of the base bid only, unless otherwise specified in the notice Inviting Bids. The time required for completion of the alternate bid items has been factored into the Contract Time and no additional time will be awarded for any of the alternate bid items. The District may elect to include one or more of the alternate bid items, or to otherwise remove certain work from the Project scope of work, accordingly each Bidder must ensure that each bid item contains a proportionate share of profit, overhead and other costs or expenses which will be incurred by the Bidder.

7. COMPLETION OF BID FORMS

Bids shall only be prepared using copies of the Bid Forms which are included in the Contract Documents. The use of substitute bid forms will not be permitted. Bids shall be executed by an authorized signatory as described in these Instructions to Bidders. Deviations in the bid form may result in the bid being deemed non-responsive.

8. MODIFICATIONS OF BIDS

Each Bidder shall submit its Bid in strict conformity with the requirements of the Contract

SECTION 00200
INSTRUCTIONS TO BIDDERS

Documents. Unauthorized additions, modifications, revisions, conditions, limitations, exclusions or provisions attached to a Bid may render it non-responsive and may cause its rejection. Bidders shall neither delete, modify, nor supplement the printed matter on the Bid Forms, nor make substitutions thereon. Oral, telephonic and electronic modifications will not be considered, unless the Notice Inviting Bids authorizes the submission of electronic bids and modifications thereto and such modifications are made in accordance with the Notice Inviting Bids.

9. DESIGNATION OF SUBCONTRACTORS

Pursuant to State law, the Bidders must designate the name and location of each subcontractor who will perform work or render services for the Bidder in an amount that exceeds one-half of one percent (1/2%) of the Bidder's Total Bid Price, as well as the portion of work each such subcontractor will perform on the form provided herein by the District. No additional time will be provided to bidders to submit any of the requested information in the Designation of Subcontractor form.

10. LICENSING REQUIREMENTS

Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. Pursuant to Section 7028.5 of the Business and Professions Code, the District shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, and the District shall reject the Bid. The District shall have the right to request, and Bidders shall provide within five (5) calendar Days, evidence satisfactory to the District of all valid license(s) currently held by that Bidder and each of the Bidder's subcontractors, before awarding the Contract.

Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code Section 20103.5.

11. CALIFORNIA AIR RESOURCES BOARD COMPLIANCE

The District is a Public Works Awarding Body, as defined under Title 13 California Code of Regulations section 2449(c)(46). Accordingly, Bidders must submit, with their Bids, valid Certificates of Reported Compliance ("CRC") for the Bidder's fleet and for the fleet(s) of its listed subcontractors (including any applicable leased equipment or vehicles). Bidder must additionally complete and submit the Fleet Compliance Certification, included in the Bid Documents. Failure to provide a CRC for the Bidder, and for all listed subcontractors, or failure to complete the Fleet Compliance Certification, may render the Bid non-responsive.

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INSTRUCTIONS TO BIDDERS

12. SIGNING OF BIDS

All Bids submitted shall be executed by the Bidder or its authorized representative. Bidders may be asked to provide evidence in the form of an authenticated resolution of its Board of Directors or a Power of Attorney evidencing the capacity of the person signing the Bid to bind the Bidder to each Bid and to any Contract arising therefrom. Hard copy of bids shall be submitted at the District's offices.

If a Bidder is a joint venture or partnership, it may be asked to submit an authenticated Power of Attorney executed by each joint venturer or partner appointing and designating one of the joint venturers or partners as a management sponsor to execute the Bid on behalf of Bidder. Only that joint venturer or partner shall execute the Bid. The Power of Attorney shall also: (1) authorize that particular joint venturer or partner to act for and bind Bidder in all matters relating to the Bid; and (2) provide that each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of Bidder assumed under the Bid and under any Contract arising therefrom. The Bid shall be executed by the designated joint venturer or partner on behalf of the joint venture or partnership in its legal name.

13. BID GUARANTEE (BOND)

Each bid shall be accompanied by: (a) cash; (b) a certified check made payable to the District; (c) a cashier's check made payable to the District; or (d) a bid bond payable to the District executed by the bidder as principal and surety as obligor in an amount not less than 10% of the maximum amount of the bid. Personal sureties and unregistered surety companies are unacceptable. The surety insurer shall be California admitted surety insurer, as defined in Code of Civil Procedure Section 995.120. The cash, check or bid bond shall be given as a guarantee that the bidder shall execute the Contract if it be awarded to the bidder, shall provide the payment and performance bonds and insurance certificates and endorsements as required herein within ten (10) calendar Days after notification of the intent to award the Contract to the bidder. Failure to provide the required documents may result in forfeiture of the bidder's bid deposit or bond to the District and the District may award the Contract to the next lowest responsible bidder, or may call for new bids.

14. SUBMISSION OF SEALED BIDS

Bidders shall submit hard copies of their bids pursuant to Public Contract Code Sections 1600 and 1601. The acceptable method(s) of submission are stated in the Notice Inviting Bids. District shall not accept bids otherwise transmitted. **No oral, telephonic, or facsimile bids will be considered.**

15. DELIVERY AND OPENING OF BIDS

Bids will be received by the District up to the date and time shown in the Notice Inviting

SECTION 00200
INSTRUCTIONS TO BIDDERS

Bids. It is the Bidder's sole responsibility to ensure that its Bid is received as specified. Bids may be submitted earlier than the dates(s) and time(s) indicated.

Bids will be opened at the date and time stated in the Notice Inviting Bids, and the amount of each Bid will be read aloud and recorded. All Bidders may, if they desire, attend the opening of Bids. The District may, in its sole discretion, elect to postpone the opening of the submitted Bids. District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid. In the event of a discrepancy between the written amount of the Bid Price and the numerical amount of the Bid Price, the written amount shall govern.

16. WITHDRAWAL OF BID

Prior to the bid closing deadline, a Bid may be electronically withdrawn by the Bidder. Any request to withdraw a bid after bid opening must be made in accordance with Public Contract Code section 5100 *et seq.* and must be submitted in writing within five (5) working Days, excluding Saturday, Sundays and State holidays, specifying in detail how the mistake was made.

17. BASIS OF AWARD; BALANCED BIDS

The District shall award the Contract to the lowest responsible Bidder submitting a responsive Bid. The District may reject any Bid which, in its opinion when compared to other bids received or to the District's internal estimates, does not accurately reflect the cost to perform the Work. The District may reject as non-responsive any bid which unevenly weights or allocates costs, including but not limited to overhead and profit to one or more particular bid items.

18. DISQUALIFICATION OF BIDDERS; INTEREST IN MORE THAN ONE BID

No bidder shall be allowed to make, submit or be interested in more than one bid. However, a person, firm, corporation or other entity that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders submitting a bid to the District. No person, firm, corporation, or other entity may submit sub-proposal to a bidder, or quote prices of materials to a bidder, when also submitting a prime bid on the same Project.

19. INSURANCE REQUIREMENTS

The successful bidder shall procure the insurance in the form and in the amount specified in the Contract Documents.

20. AWARD PROCESS

Once all Bids are opened and reviewed to determine the lowest responsive and

SECTION 00200
INSTRUCTIONS TO BIDDERS

responsible Bidder, the District may award the contract, or reject all bids. The apparent successful Bidder should begin to prepare the following documents: **(1) the Performance Bond**; **(2) the Payment Bond**; and **(3) the required insurance certificates and endorsements**. Once the District notifies the Bidder of the intent to award, the Bidder will have ten (10) consecutive calendar Days from the date of this notification to execute the Contract and supply the District with all of the required documents and certifications. Regardless whether the Bidder supplies the required documents and certifications in a timely manner, the Contract time will begin to run ten (10) calendar Days from the date of the notification. Once the District receives all of the properly drafted and executed documents and certifications from the Bidder, the District shall issue a Notice to Proceed to that Bidder.

21. FILING OF BID PROTESTS

Any bid protest relating to the form or content of the Bid or Contract Documents must be submitted in writing via the electronic bid management system at least ten (10) business Days before the original date set for the bid opening. Any bidder who submits a bid without making a protest shall be deemed to have waived any objection to the form or content of the Bid or Contract Documents not previously stated in writing.

Submitted bids will be timely made available for review upon written request of any bidder.

Bidders may file a "protest" of a Bid with the District's General Manager. In order for a Bidder's protest to be considered valid, the protest must:

- A. Be filed in writing not later than 5:00 p.m. on the fifth business Day after the bid opening date;
- B. Clearly identify the specific irregularity or basis for the protest;
- C. Specify, in detail, the factual and legal grounds for the protest; and
- D. Include all relevant supporting documentation with the protest at time of filing.

If the protest does not meet all of these requirements, the District may reject it without further review.

If the protest is timely and complies with all of the above requirements, the District's General Manager, or other designated District staff or representative, shall review the protest, any response from the challenged bidder, and all other relevant information. The District will provide a written response to the protestor.

The procedure and time limits set forth in this section are mandatory and are the sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to

SECTION 00200
INSTRUCTIONS TO BIDDERS

further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

22. WORKERS COMPENSATION

Each bidder shall submit the Contractor's Certificate Regarding Workers' Compensation form.

23. RETENTION AND SUBSTITUTION OF SECURITY

The Contract Documents call for monthly progress payments based upon the percentage of the work completed. Unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), the District will retain five percent (5%) of each progress payment as provided by the Contract Documents. At the request and expense of the successful Bidder, the District will substitute securities for the amount so retained in accordance with Public Contract Code Section 22300.

24. PREVAILING WAGES

The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract. These rates are on file and available at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or may be obtained online at <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Bidders are advised that a copy of these rates must be posted by the successful Bidder at the job site(s).

If the Work involves federal funds or otherwise requires compliance with the Davis-Bacon Fair Labor Standards Act, the Contractor and all its subcontractors shall pay the higher of the state or federal prevailing wage rates.

25. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS

In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the District. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

SECTION 00200
INSTRUCTIONS TO BIDDERS

26. IRAN CONTRACTING ACT CERTIFICATION

Each bidder shall submit the certification required by the Iran Contracting Act of 2010, Public Contract Code section 2200 *et seq.* with its bid. The certification is included in the Contract Documents.

27. PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS

Within the time specified in the Contract Documents, the Bidder to whom a Contract is awarded shall deliver to the District four identical counterparts of the Performance Bond and Payment Bond in the form supplied by the District and included in the Contract Documents. Failure to do so may, in the sole discretion of District, result in the forfeiture of the Bid Guarantee. The surety supplying the bond must be an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, authorized to do business as such in the State of California and satisfactory to the District. The Performance Bond and the Payment Bond shall be for one hundred percent (100%) of the Total Bid Price.

28. REQUEST FOR SUBSTITUTIONS

The successful bidder shall comply with the substitution request provisions set forth in the Special Conditions, including any deadlines for substitution requests **which may occur prior to the bid opening date.**

29. SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES

Contractor and its subcontractors performing work under this Contract will be required to pay California sales tax and other applicable taxes, and to pay for permits, licenses and fees required by the agencies with authority in the jurisdiction in which the work will be located, unless otherwise expressly provided by the Contract Documents. Bidders shall include all applicable taxes and fees that are in effect or reasonably anticipated on the bid date in their bid price.

30. EXECUTION OF CONTRACT

As required herein, the Bidder to whom an award is made shall execute two identical counterparts of the Contract in the amount determined by the Contract Documents. The District may require appropriate evidence that the persons executing the Contract are duly empowered to do so.

END OF INSTRUCTIONS TO BIDDERS

**SECTION 00400
BID FORM**

BID FORM

NAME OF BIDDER: LAFLEUR ENGINEERING, INC

The undersigned, hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract Documents, including all plans, specifications, and all addenda, if any, for the following Project:

**DONNAWOOD WAY
WATER MAIN PROJECT**

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project in strict accordance with the Contract Documents for the TOTAL BID PRICE.

In the event the bid schedule requires unit pricing, final payment shall be determined by the District from measured quantities of work performed based upon the unit price.

Bid Item	Description	Quantity	Units	Unit Cost	Price
1	Mobilization. (8% Max. of total)	1	Lump Sum	\$13,210.00	\$13,210.00
2	Sheeting, shoring and bracing. (1% Max. of total)	1	Lump Sum	\$3,982.00	\$3,982.00
3	Traffic control plan and implementation. (5% Max. of total)	1	Lump Sum	\$4,682.00	\$4,682.00
4	Storm water pollution prevention implementation. (1% Max. of total)	1	Lump Sum	\$776.00	\$776.00
5	Install 12" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main.	6	Lineal Feet	\$763.00	\$4,578.00
6	Install 8" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main.	92	Lineal Feet	\$277.00	\$25,484.00
7	Install 8" CL 305 DR 14 AWWA C900 Polyvinylchloride (PVC) water main.	638	Lineal Feet	\$166.00	\$105,908.00
8	Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main.	18	Lineal Feet	\$202.00	\$3,636.00
9	8" connection to existing 12" water main.	1	Each	\$13,020.00	\$13,020.00

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BID FORM**

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Bid Item	Description	Quantity	Units	Unit Cost	Price
10	8" connection to existing 6" water main.	1	Each	\$12,209.00	\$12,209.00
11	Install 8" resilient wedge gate valve.	4	Each	\$4,236.00	\$16,944.00
12	Install 6" resilient wedge gate valve.	3	Each	\$3,548.00	\$10,644.00
13	Install dry barrel steamer fire hydrant.	1	Each	\$11,973.00	\$11,973.00
14	Install 2" blow-off valve.	1	Each	\$4,703.00	\$4,703.00
15	Install 1" air/vacuum valve – below ground.	1	Each	\$6,819.00	\$6,819.00
16	Install 1" metered water service.	2	Each	\$4,897.00	\$9,794.00
17	Install 1" water service with curb stop.	11	Each	\$3,696.00	\$40,656.00
18	Reconnect 1" water service at main.	4	Each	\$1,425.00	\$5,700.00
19	Remove existing tee and valve(s).	1	Each	\$3,328.00	\$3,328.00
20	Remove existing gate valve.	1	Each	\$1,997.00	\$1,997.00
21	Remove existing valve box and riser.	1	Each	\$1,331.00	\$1,331.00
22	4" Asphaltic Concrete (AC) paving restoration.	5625	Square Feet	\$8.00	\$45,000.00
23	Concrete restoration.	580	Square Feet	\$33.00	\$19,140.00
24	Landscape restoration.	350	Square Feet	\$9.00	\$3,150.00
25	Type 2 Slurry seal.	13630	Square Feet	\$2.62	\$35,710.60
26	4" ACP removal and wrap (for disposal).	15	Lineal Feet	\$52.00	\$780.00
27	4" ACP removal, smooth-cut, and wrap (for testing).	3	Each	\$388.00	\$1,164.00
28	Install and remove temporary 2" blow-off valve and tee assembly.	1	Lump Sum	\$8,514.00	\$8,514.00
29	Brick fence/planter section removal and restoration.	1	Lump Sum	\$9,447.00	\$9,447.00

**SECTION 00400
 BID FORM**

**SECTION 00400
BID FORM**

Bidders must provide pricing for every bid item.

The estimated quantities for unit price items are for purposes of comparing bids only and the District makes no representation that the actual quantities of work performed will not vary from the estimates.

In case of discrepancy between the unit price and the line item cost set forth for a unit price item, the line item cost, calculated at the unit price multiplied by the estimated quantity, shall prevail and shall be utilized as the basis for determining the lowest responsive, responsible bidder. However, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Line Item Cost" column, then the amount set forth in the "Line Item Cost" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price. If any of the above discrepancies exist, the District may recalculate the bid price on the basis of the unit price and the bidder agrees to be bound by such recalculation. Final payment for unit price items shall be determined by the Engineer from measured quantities of work performed based upon the unit price.

TOTAL BID PRICE (BASED ON BID SCHEDULE TOTAL OF UNIT PRICES):

\$ 424,179.60
Total Bid Price in Numbers

FOUR HUNDRED TWENTY FOUR THOUSAND ONE HUNDRED SEVENTY NINE
Total Bid Price in Written Form DOLLARS AND SIXTY CENTS

In case of discrepancy between the written price and the numerical price, the written price shall prevail.

The undersigned agrees that the bid accompanied by this Bid Form constitutes a firm offer to the District which cannot be withdrawn for the number of calendar Days indicated in the Notice Inviting Bids from and after the bid opening, or until a Contract for the Work is fully executed by the District and a third party, whichever is earlier.

If the Contract Documents specify alternate bid items, the Alternate Additive or Deductive Bid amounts shall be added to or deducted from the Total Bid Price at the District's sole option. The District can choose to include one or more of the Alternate Bids in the Project. If any of the Alternate Bids are selected by the District, the resulting amount shall be added to or deducted from Total Bid Price for the Project. The District may select one or more of the Alternate Bids at the stated Bid Price up to sixty (60) Days following award of the Contract. The District can award/select Alternate Bid items at any time(s).

The Contract duration shall commence on the date stated in the District's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents. In no case shall the Contractor commence construction prior to the date stated in the

**SECTION 00400
BID FORM**

District's Notice to Proceed, or before providing the required bonds and evidence of insurance.


Bidder certifies that it is licensed in accordance with the law providing for the registration of Contractors, License No. 959080, Expiration Date 04/30/26, class of license A. Bidder certifies that it and all sub-contractors are registered with the Department of Industrial Relations to perform public work, Registration No. 100114262 (provide DIR for all sub-contractors, separate pages may be attached as needed). If the bidder is a joint venture, each member of the joint venture must include the above information.

The undersigned acknowledges understanding and full consideration of any issued addenda to the Contract Documents.

1-3

1. Attached is the required bid security in the amount of not less than 10% of the Total Bid Price.
2. Attached is the fully executed Non-Collusion Declaration form.
3. Attached is the completed Designation of Subcontractors form.
4. Attached is the completed Bidder Information Form.
5. Attached is the completed Iran Contracting Act Certification.
6. Attached is the completed Fleet Compliance Certification form.
7. Attached is the completed Contractor's Certificate Regarding Workers' Compensation form.

I hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Name of Bidder LAFLEUR ENGINEERING, INC.
Signature 
Name and Title RMD/CEO/PRES DAVID H. LAFLEUR
Dated 04/15/2026

END OF BID FORM

**SECTION 00400
BID FORM**

**SECTION 00405
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION**

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder LAFLEVE ENGINEERING, INC.

Signature 

Name DAMON LAFLEVE

Title RMD/CEO/PRES

Dated 04/15/26

END OF CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

SECTION 00410
BID BOND

BID BOND

The makers of this bond are, LaFleur Engineering, Inc.,
as Principal, and Old Republic Surety Company, as
Surety and are held and firmly bound unto Citrus Heights Water District, hereinafter called
the District, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the
Principal submitted to District for the work described below, for the payment of which sum
in lawful money of the United States, well and truly to be made, we bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the
Principal has submitted the accompanying bid dated April 15, 2026, for _____
Donnawood Way Water Main Project C25-103
(INSERT PROJECT NAME).

If the Principal does not withdraw its bid within the time specified in the
Contract Documents; and if bid is rejected or, in the alternate, the Principal is awarded
the Contract, signs the Contract and provides all documents to the District as required by
the Contract Documents; then this obligation shall be null and void. Otherwise, this bond
will remain in full force and effect and upon default of the Principal shall be forfeited to the
District, it being expressly understood and agreed that the liability of the Surety for any
and all default of the Principal shall be the amount of this obligation as herein stated, as
liquidated damages.

Surety, for value received, hereby stipulates and agrees that no change,
extension of time, alteration or addition to the terms of the Contract Documents shall
affect its obligation under this bond, and Surety does hereby waive notice of any such
changes.

IN WITNESS WHEREOF, the above-bound parties have executed this
instrument under their several seals this 31st Day of March, 2026, the name
and corporate seal of each corporation.

(Corporate Seal)

LaFleur Engineering, Inc.
Contractor/ Principal

By [Signature]
Title Secretary

Old Republic Surety Company

(Corporate Seal)

Surety

By [Signature]
Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title Kathleen Le, Attorney-in-Fact
Old Republic Surety Company
P.O. Box 1635
Milwaukee, WI 53201 - 1635

SECTION 00410
BID BOND

Notary Acknowledgment

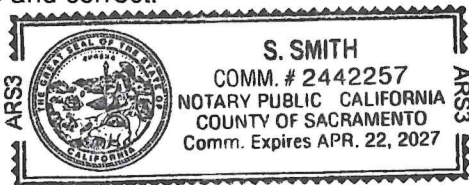
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF Sacramento

On March 31, 2026, before me, S. Smith, Notary Public, personally appeared Kathleen Le,
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

[Handwritten Signature]

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

Title(s)

Title or Type of Document

- Partner(s) Limited
- General

Number of Pages

- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

Signer(s) Other Than Named Above



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

ELIZABETH COLLODI, JOHN WEBER, JESSICA MONLUX, JOHN HOPKINS, SARA WALLISER, BREANNA BOATRIGT, DEANNA QUINTERO, BILL RAPP, TONY CLARK, MATTHEW FOSTER, JASON MARCH, SAMANTHA WATKINS, PAULA SENNA, JENNIFER LAKMANN, MINDY WHITEHOUSE, PHIL WATKINS, BRAD ESPINOSA, KATHLEEN LE, SHARON SMITH, CASSANDRA MEDINA, STEVEN WILLIAMS, R. KAILANY of CHICO, CA

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 20th day of August, 2025.

Assistant Secretary



OLD REPUBLIC SURETY COMPANY

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 20th day of August, 2025, personally came before me, Alan Pavlic and Kevin J. Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



31-2100

Signed and sealed at the City of Brookfield, WI this 31st day of March, 2026.

Assistant Secretary

ORSC 22262 (3-06)

INTERWEST INSURANCE SERVICES

California All-Purpose Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

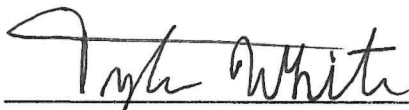
County of Sacramento

On 04/01/26 before me, Tyler White, notary public, personally appeared ***Mina Lafleur***, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

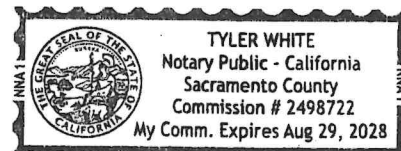
I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



Optional

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal of this reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ # of Pages: _____

Signer(s) Other Than Named Above: _____

**SECTION 00420
NON-COLLUSION DECLARATION**

NON-COLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID


The undersigned declares:

I am the RMD/CEO/PRES of LAFLEUR ENGINEERING, LLC, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on APRIL 15TH, 2026 [date], at ROSENLE [city], CALIFORNIA [state].



(Signature)
DAMIEL LAFLEUR

(Print Name)
RMD/CEO/PRES

(Print Title)
04/15/2026

(Date)

END OF NON-COLLUSION DECLARATION

**SECTION 00420
NON-COLLUSION DECLARATION**

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

CONTRACTOR INFORMATION AND EXPERIENCE FORM

A. INFORMATION ABOUT BIDDER

Failure to complete all information may render your bid non-responsive. [**Indicate not applicable ("N/A") where appropriate.**]

NOTE: Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

- 1.0 Name of Bidder: LAFLEUR ENGINEERING, INC.
- 2.0 Type, if Entity: CORPORATION
- 3.0 Bidder Address: 1585 BEDELL COURT, UNIT B
ROSELAND, CA 95747
- N/A Facsimile Number (916) 496-2206 Telephone Number
- 4.0 How many years has Bidder's organization been in business as a Contractor? 15 YEARS
- 5.0 How many years has Bidder's organization been in business under its present name? 2 YEARS
- 5.1 Under what other or former names has Bidder's organization operated?: LAFLEUR EXCAVATING, INC.
- 6.0 If Bidder's organization is a corporation, answer the following:
- 6.1 Date of Incorporation: 03/22/2011
- 6.2 State of Incorporation: CALIFORNIA
- 6.3 President's Name: DAMON R. LAFLEUR
- 6.4 Vice-President's Name(s): N/A
- 6.5 Secretary's Name: MINA S. LAFLEUR

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

NO

13.0 List Trade References:

"SEE ATTACHED"

14.0 List Bank References (Bank and Branch Address):

Tri Counties

3700 DOUGLAS BLVD.

ROSEMILLE, CA 95661

15.0 Name of Bonding Company and Name and Address of Agent:

OLD REPUBLIC SURETY COMPANY

INTERWEST INSURANCE SERVICES, LLC, JOHN WEBER

8950 CAL CENTER DR., SACRAMENTO, CA 95826

REFERENCES

County of San Joaquin

- Awni Taha, PE (Engineering Services Manager)
(209) 468-3036
ataha@sjgov.org
- Daniel Saldana Engineer II Public Works
(209) 468-3039
dsaldana@sjgov.org
- Justin Wehling (PM/Supervising Construction Inspector)
(Consultant Firm for County of San Joaquin)
(916) 826-4429
jwehling@trccompanies.com

Projects Performed;

(2025-Currently Closing Out) Colonial Heights & Lincoln Village Water Main Replacement Project Phase 1A – Original Contract **\$4,665,384.00**. This project's basis was to eliminate the backyard water main & install the new main out in the street and Horizontal Direction Drilling (HDD) new service laterals from the new front main back to the rear connection, along with a few appurtenances. The project consisted of 11,720 LF of 8" & 10" DR 18/DR14 PVC Water Main, 10,400 LF of HDD, 1,000 LF of open trench for rear service lateral connections, 200 EA 1" Water Service Laterals, 30 EA Fire Hydrants, 50 overall 8" and 10" Gate Valves, 1,426 TNS of Asphalt Restoration, Minor Concrete Restoration (C&G and Sidewalk), Traffic Control, Water Pollution Control, Property Restoration and Coordination. Project finish is still in process, but looking to come under budget.

Carmichael Water District

- Scott Bair (Engineering Services Manager)
(916) 483-2452
scottb@carmichaelwd.org
- Cody Brown (Distribution Operator 3)
(916) 869-9641
codyb@carmichaelwd.org

Projects Performed;

(2023/2024) San Juan Avenue Pipeline Extension Project – Original Contract **\$2,259,821.00**. This project's basis was to eliminate the backyard water main and diminished front yard main & install the new main out in the street with some Horizontal Direction Drilled (HDD) service laterals from the new front main back to the rear connection and/or to existing meter box location and reconnect after disinfection, along with a few appurtenances. The project consisted of 2,663 LF of 8" DIP, 1,729 LF of 10" DIP Water Main, 60 EA HDD Copper Services, 6 EA Fire Hydrants, 12 8" Gate Valves, 5 EA 10" Butterfly Valves, 652 TNS of Asphalt Restoration, Minor Concrete Restoration (C&G and Sidewalk), Traffic Control, Water Pollution Control, Property Restoration and Coordination. Project finished with District added Change Orders and Over Runs at **\$2,465,896.90**.

Nevada Irrigation District (NID)

- Adrian Schneider, PE (Senior Engineer)
(530) 271-6839
schneider@nidwater.com
- Tonia M. Tabucchi Herrera, PE (Senior Engineer)
(530) 271-6815
herrera@nidwater.com
- Tony Moscini, Construction Inspector
(530) 913-9689
moscini@nidwater.com
- Chris Berg, Construction Inspector
(530) 913-3139
berg@nidwater.com

Projects Performed;

(2024) Maben Canal Phase 4 – Original Contract **\$857,780.00**. This project consisted of taking a 1,060 linear foot exposed raw water canal and placing it in a buried pipe system. This project resided in Grass Valley, Ca., in the rear easement between mountainous properties between property fencing and some cut through. The project included, but not limited to; Construction Staking, Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 590 LF of 18" Ductile Iron Pipe, 470 LF of 24" PVC Pipe, 7 EA 2" service reconnects, Concrete work to install a field fitted Parshall Flume, grading/shaping overall 16,000 SF, System Testing and approximately 30,000 SF of Hydroseed. With District added Change Orders Project finished at **\$960,510.00**.

(2024) Harris Road DFWLE – Original Contract **\$1,165,320.00**. This project consisted of installing approximately 5,000 LF of new PVC water main and appurtenances within an existing mountainous roadway in Auburn, Ca. The project included, but not limited to; Construction Staking, Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 3,454 LF of 8” PVC Water Main, 1,528 LF of 4” PVC Water Main, 25 EA Service Laterals, 13 EA Mainline Valves, 3 EA Fire Hydrants, approximately 50,000 SF of Hydroseed and Mulching and 5,400 SF of Asphalt Paving. With District added Change Orders Project finished at **\$1,191,404.36**.

(2024) Maranatha Place DFWLE – Original Contract **\$861,500.00**. This project consisted of installing approximately 3,000 LF of new 8” Ductile Iron water main and appurtenances within an existing mountainous roadway and cross country over an existing raw water canal in Grass Valley, Ca. The project included, but not limited to; Construction Staking, Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 3,000 LF of 8” Ductile Iron Water Main, 19 EA Service Laterals, 3 EA Mainline Valves, 3 EA Fire Hydrants, approximately 30,000 SF of Hydroseed and Mulching and 20,000 SF of Asphalt Paving. With District added Change Orders and under runs, the Project finished at **\$855,755.00**.

(2024) Ali Lane DFWLE – Original Contract **\$376,277**. This project consisted of installing approximately 1,250 LF of new 8” PVC water main and appurtenances within an existing mountainous roadway in Auburn, Ca. The project included, but not limited to; Construction Staking, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, 1,250 LF of 8” Water Main, 8 EA 1” Service Laterals, 12,500 SF of Hydroseed. With District added Change Orders and under runs, the Project finished at **\$361,852**.

South Placer Municipal Utility District (SPMUD):

- **Eric Nielsen, PE, CSDM**
(916) 786-8555 x310
enielsen@spmud.ca.gov
- **Carie Huff, PE (District Engineer)**
(916) 786-8555 x321
chuff@spmud.ca.gov
- **Aaron Moore, Lead Inspector**
(916) 872-3060
amoore@spmud.ca.gov

Projects Performed;

(2024) Sewer Main I07-119 Emergency Replacement Project – Original Contract **\$310,710.00**. This project consisted of removing and replacing approximately 240 linear feet of 18" ACP Sewer Main with 18" SDR PVC with a 600 linear foot 6" fusion welded bypass with secondary pump from one side of the creek to another. This project resided in the rear easement of an Apartment complex in Rocklin, Ca and a heavily Oaked Park. The project included, but not limited to; Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 240 LF of 18" SDR 26 Sewer Main, 1 EA remove and replace 48" Sanitary Sewer Manhole (Base CIP), grading/shaping overall 12,000 SF of foot print and 12,000 SF of Bark Mulch. With District added Change Orders and under runs the Project finished at **\$312,984.61**.

Other Projects –

- (2023) Sewer Main K03-090 Emergency Replacement Project - **\$320,180.00**. Remove and replace 250 LF of 6" DIP Sewer w/ 6" SDR 26, 1,255 SF of Asphalt Paving Replacement, Striping replacement, Minor Concrete replacement (Median Curb), Landscape removal and replacement (Median Landscape), Rocklin, Ca.
- (2022) Northwest Rocklin Sewer Annexation Project – (SPMUD & City of Rocklin) - **\$1,272,648.00**. 767 LF of 24" PVC Sewer (Remove and Replace), 3 EA 60" Manholes, 1 EA 72" Manhole, 11,600 SF of Asphalt Paving, 12,000 SF of Grading for Asphalt Paving and Concrete, 20,000 SF of Hydroseeding. Rocklin, Ca.

City of Auburn:

- **Mengil Deane, Public Works Director**
(530) 823-4211 x145
mdeane@auburn.ca.gov
- **James Taber, Project Manager**
(530) 823-4211 x111
jtaber@auburn.ca.gov

Projects Performed;

(2025 Current) Aeolia Drive Sewer & Water Replacement – Original Contract **\$1,401,492.00**. This project consists of 14,000 SF of a roadway reconstruct with 3" AC/8" AB, Remove and Replace 900 LF of 6" & 8" Watermain, 12 EA 1" Water Service Laterals, 1,315 LF of 8" Sanitary Sewer and Reconnect to 11 EA Sanitary Sewer Services. Project is 90% Completed. Raising iron and patch paving is remaining. Along with a Landscape change order for a Sewer Easement Agreement.

Other Projects –

- (2024) Sawyer Street Infrastructure Replacement - **\$122,477.00**. Remove and replace 380 LF of 6" Existing Sewer w/ 6" SDR 26, 2,000 SF of Asphalt Paving Replacement, Traffic Control, Sheeting and Shoring, 110 LF of Storm Drain replacement.
- (2024) Miscellaneous WWTP Improvements Project – **\$98,183.00**. Miscellaneous improvements at the City of Auburn's Waste Water Treatment Plant. Modification to the hot water floor heating system, pipe support, H2O trench drain across drive aisle, crushed rock and weed abatement fabric for rock area 7,500 SF.
- (2023) 2023 Sewer Improvements Project - **\$807,995.95**. Remove and Replace 2,213 LF of 6" Sewer (multiple locations) and one being a 700 LF stretch along Placer High School, 7,584 SF of Asphalt Paving, Traffic Control, Site Safety, Sheeting and Shoring and approximately 1,100 LF of 6" CIPP. With Adds and deducts project finished at **\$844,154.30**.
- (2022) Crimson Court & Sunrise Ridge Circle Storm Drain Project – **\$842,807.00**. Removal and Replacement of 1,100 LF of 12", 24" and 30" Storm Drain within the roadway, 6,500 LF of Asphalt Pavement, 320 LF of 36" CIPP Lining. **\$920,314.32**
- (2022) 2022 Sewer Improvements Project - **\$500,000.00**. Remove and replace 1,000 LF of 8" Existing Sewer w/ 8" SDR 26, 4,000 SF of Asphalt Paving Replacement, Striping replacement, Minor Concrete replacement (Curb & Gutter/Sidewalk), 1,500 LF of 12" CIPP. With the District added Change Orders, the project finish at **\$547,439.50**

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

B. LIST OF CURRENT PROJECTS (Backlog)

[**Duplicate Page if needed for listing additional current projects.**]

Project	Description of Bidder's Work	Completion Date	Cost of Bidder's Work	Contact Name/ Phone Number
EAST LATHROP WATER MAIN & LATERAL UPGRADES PROJECT	4631 LF 8" WATER MAIN, 93 EA. LATERALS, 7 FH; & SURFACE RESTORATION	3/16/26 TO 7/31/26	\$1,719,257.00	ZAK KARVER PM CITY OF LATHROP (209) 941-7426
GREENBACK LANE - BIRD CASE ST. TO DUMILL AVE. WATER MAIN PROJECT	1500 LF OF 12", 10", 8", 6" WATER MAIN REPLACEMENT 9 CONDUIT TO (E) (2) SERVICES (1) FH	5/4/26 TO 6/20/26	\$987,337.00	TAMAR PAUSON CITRUS HEIGHTS WATER DISTRICT (916) 735-7732
WATER DISTRIBUTION REHABILITATION FY 23/24 PROJECT	6700 LF OF WATER MAIN REPLACEMENT (16", 10", 8", 6") 82 RESIDENTIAL SEWER LATERALS SURFACE RESTORATION	7/1 TO 11/30	\$3.4 MILL	JACOB GROESER CITY OF LINCOLN (916) 434-2419

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

C. LIST OF COMPLETED PROJECTS - LAST THREE YEARS

[**Duplicate Page if needed for listing additional completed projects.**]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

Project Client	Description of Bidder's Work	Period of Performance	Cost of Bidder's Work	Contact Name/ Phone Number
	"SEE ATTACHED"			

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

"SEE ATTACHED"

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

PROJECT COMPLETION

REFERENCES

County of San Joaquin

- Awni Taha, PE (Engineering Services Manager)
(209) 468-3036
ataha@sjgov.org
- Daniel Saldana Engineer II Public Works
(209) 468-3039
dsaldana@sjgov.org
- Justin Wehling (PM/Supervising Construction Inspector)
(Consultant Firm for County of San Joaquin)
(916) 826-4429
jwehling@trccompanies.com

Projects Performed;

(2025-Currently Closing Out) Colonial Heights & Lincoln Village Water Main Replacement Project Phase 1A – Original Contract **\$4,665,384.00**. This project's basis was to eliminate the backyard water main & install the new main out in the street and Horizontal Direction Drilling (HDD) new service laterals from the new front main back to the rear connection, along with a few appurtenances. The project consisted of 11,720 LF of 8" & 10" DR 18/DR14 PVC Water Main, 10,400 LF of HDD, 1,000 LF of open trench for rear service lateral connections, 200 EA 1" Water Service Laterals, 30 EA Fire Hydrants, 50 overall 8" and 10" Gate Valves, 1,426 TNS of Asphalt Restoration, Minor Concrete Restoration (C&G and Sidewalk), Traffic Control, Water Pollution Control, Property Restoration and Coordination. Project finish is still in process, but looking to come under budget.

Nevada Irrigation District (NID)

- Adrian Schneider, PE (Senior Engineer)
(530) 271-6839
schneider@nidwater.com
- Tonia M. Tabucchi Herrera, PE (Senior Engineer)
(530) 271-6815

herrera@nidwater.com

- Tony Moscini, Construction Inspector
(530) 913-9689
moscini@nidwater.com
- Chris Berg, Construction Inspector
(530) 913-3139
berg@nidwater.com

Projects Performed;

(2024) Maben Canal Phase 4 – Original Contract **\$857,780.00**. This project consisted of taking a 1,060 linear foot exposed raw water canal and placing it in a buried pipe system. This project resided in Grass Valley, Ca., in the rear easement between mountainous properties between property fencing and some cut through. The project included, but not limited to; Construction Staking, Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 590 LF of 18" Ductile Iron Pipe, 470 LF of 24" PVC Pipe, 7 EA 2" service reconnects, Concrete work to install a field fitted Parshall Flume, grading/shaping overall 16,000 SF, System Testing and approximately 30,000 SF of Hydroseed. With District added Change Orders Project finished at **\$960,510.00**.

(2024) Harris Road DFWLE – Original Contract **\$1,165,320.00**. This project consisted of installing approximately 5,000 LF of new PVC water main and appurtenances within an existing mountainous roadway in Auburn, Ca. The project included, but not limited to; Construction Staking, Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 3,454 LF of 8" PVC Water Main, 1,528 LF of 4" PVC Water Main, 25 EA Service Laterals, 13 EA Mainline Valves, 3 EA Fire Hydrants, approximately 50,000 SF of Hydroseed and Mulching and 5,400 SF of Asphalt Paving. With District added Change Orders Project finished at **\$1,191,404.36**.

(2024) Maranatha Place DFWLE – Original Contract **\$861,500.00**. This project consisted of installing approximately 3,000 LF of new 8" Ductile Iron water main and appurtenances within an existing mountainous roadway and cross country over an existing raw water canal in Grass Valley, Ca. The project included, but not limited to; Construction Staking, Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 3,000 LF of 8" Ductile Iron Water Main, 19 EA Service Laterals, 3 EA Mainline Valves, 3 EA Fire Hydrants, approximately 30,000 SF of Hydroseed and Mulching and 20,000 SF of Asphalt Paving. With District added Change Orders and under runs, the Project finished at **\$855,755.00**.

(2024) Ali Lane DFWLE – Original Contract **\$376,277**. This project consisted of installing approximately 1,250 LF of new 8" PVC water main and appurtenances within an existing mountainous roadway in Auburn, Ca. The project included, but not limited to; Construction Staking, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, 1,250 LF of 8" Water Main, 8 EA 1" Service Laterals, 12,500 SF of Hydroseed. With District added Change Orders and under runs, the Project finished at **\$361,852**.

South Placer Municipal Utility District (SPMUD):

- **Eric Nielsen, PE, CSDM**
(916) 786-8555 x310
enielsen@spmud.ca.gov
- **Carie Huff, PE (District Engineer)**
(916) 786-8555 x321
chuff@spmud.ca.gov
- **Aaron Moore, Lead Inspector**
(916) 872-3060
amoore@spmud.ca.gov

Projects Performed;

(2024) Sewer Main I07-119 Emergency Replacement Project – Original Contract **\$310,710.00**. This project consisted of removing and replacing approximately 240 linear feet of 18" ACP Sewer Main with 18" SDR PVC with a 600 linear foot 6" fusion welded bypass with secondary pump from one side of the creek to another. This project resided in the rear easement of an Apartment complex in Rocklin, Ca and a heavily Oaked Park. The project included, but not limited to; Tree Removal and Trimming, Water Pollution Control and Fire Prevention Plans, Mitigation Measures, Rock Excavation, 240 LF of 18" SDR 26 Sewer Main, 1 EA remove and replace 48" Sanitary Sewer Manhole (Base CIP), grading/shaping overall 12,000 SF of foot print and 12,000 SF of Bark Mulch. With District added Change Orders and under runs the Project finished at **\$312,984.61**.

Other Projects –

- **(2023) Sewer Main K03-090 Emergency Replacement Project - \$320,180.00**. Remove and replace 250 LF of 6" DIP Sewer w/ 6" SDR 26, 1,255 SF of Asphalt Paving Replacement, Striping replacement, Minor Concrete replacement (Median Curb), Landscape removal and replacement (Median Landscape), Rocklin, Ca.
- **(2022) Northwest Rocklin Sewer Annexation Project – (SPMUD & City of Rocklin) - \$1,272,648.00**. 767 LF of 24" PVC Sewer (Remove and Replace), 3 EA 60" Manholes,

1 EA 72" Manhole, 11,600 SF of Asphalt Paving, 12,000 SF of Grading for Asphalt Paving and Concrete, 20,000 SF of Hydroseeding. Rocklin, Ca.

City of Auburn:

- **Mengil Deane, Public Works Director**
(530) 823-4211 x145
mdeane@auburn.ca.gov
- **James Taber, Project Manager**
(530) 823-4211 x111
jtaber@auburn.ca.gov

Projects Performed;

(2025 Current) Aeolia Drive Sewer & Water Replacement – Original Contract **\$1,401,492.00**. This project consists of 14,000 SF of a roadway reconstruct with 3" AC/8" AB, Remove and Replace 900 LF of 6" & 8" Watermain, 12 EA 1" Water Service Laterals, 1,315 LF of 8" Sanitary Sewer and Reconnect to 11 EA Sanitary Sewer Services. Project is 90% Completed. Raising iron and patch paving is remaining. Along with a Landscape change order for a Sewer Easement Agreement.

Other Projects –

- (2024) Sawyer Street Infrastructure Replacement - **\$122,477.00**. Remove and replace 380 LF of 6" Existing Sewer w/ 6" SDR 26, 2,000 SF of Asphalt Paving Replacement, Traffic Control, Sheeting and Shoring, 110 LF of Storm Drain replacement.
- (2024) Miscellaneous WWTP Improvements Project – **\$98,183.00**. Miscellaneous improvements at the City of Auburn's Waste Water Treatment Plant. Modification to the hot water floor heating system, pipe support, H2O trench drain across drive aisle, crushed rock and weed abatement fabric for rock area 7,500 SF.
- (2023) 2023 Sewer Improvements Project - **\$807,995.95**. Remove and Replace 2,213 LF of 6" Sewer (multiple locations) and one being a 700 LF stretch along Placer High School, 7,584 SF of Asphalt Paving, Traffic Control, Site Safety, Sheeting and Shoring and approximately 1,100 LF of 6" CIPP. With Adds and deducts project finished at **\$844,154.30**.

- (2022) Crimson Court & Sunrise Ridge Circle Storm Drain Project – **\$842,807.00**. Removal and Replacement of 1,100 LF of 12", 24" and 30" Storm Drain within the roadway, 6,500 LF of Asphalt Pavement, 320 LF of 36" CIPP Lining. **\$920,314.32**
- (2022) 2022 Sewer Improvements Project - **\$500,000.00**. Remove and replace 1,000 LF of 8" Existing Sewer w/ 8" SDR 26, 4,000 SF of Asphalt Paving Replacement, Striping replacement, Minor Concrete replacement (Curb & Gutter/Sidewalk), 1,500 LF of 12" CIPP. With the District added Change Orders, the project finish at **\$547,439.50**

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

D. EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

1. List each person's job title, name and percent of time to be allocated to this project:

"SEE ATTACHED"

2. Summarize each person's specialized education:

"SEE ATTACHED"

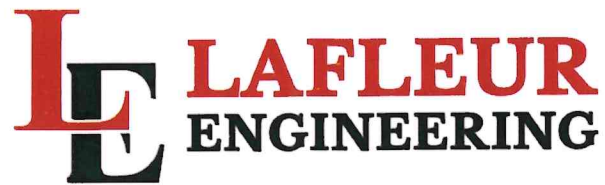
3. List each person's years of construction experience relevant to the project:

"SEE ATTACHED"

4. Summarize such experience:

"SEE ATTACHED"

Bidder agrees that personnel named in this Bid will remain on this Project in their designated capacities until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by the District.



BACKGROUND

Damon LaFleur (Signatory RMO/CEO/PRES):

- Operating Engineer's Local 3 – 2002 to current
- Operator for Marques Pipeline, Inc. – 2003 to 2008
- Production Foreman for Marques Pipeline, Inc. – 2008 to 2018
- Started LaFleur Excavating, Inc. – 2011
- Superintendent for Marques General Engineering, Inc. – 2018 to 2022
- LaFleur Excavating, Inc. Fully Operating – 2022 to Current, name change in 2024

Mina LaFleur (Signatory Secretary):

- LaFleur Excavating, Inc. – 2011 to Current (LaFleur Engineering, Inc.); Controller, HR, Accounts Payable

Garrett Davis (Project Manager / Estimator):

- Local Laborer's 185 – 2004 to 2012
- Foreman for Marques Pipeline, Inc. – 2006 to 2012
- Project Engineer for Marques Pipeline, Inc. – 2012 to 2015
- Foreman for Marques Pipeline, Inc. – 2015 to 2018
- Inspector for TRC Companies, Inc. – 2018 to 2022
- Project Manager/Estimator for LaFleur Excavating, Inc.– 2022 to Current (LaFleur Engineering, Inc.)

Daunte LaFleur (Assistant Project Manager / Estimator):

- UC Santa Barbara Graduate – 2020 to 2024
- LaFleur Excavating, Inc. Internship – 2020 to 2024
- LaFleur Engineering, Inc. – 2024 to Current

Field Staff:

- Foreman - 3
- Operators - 6
- Laborers - 9

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

Additional Bidder's Statements:

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

N/A

E. VERIFICATION AND EXECUTION

These Bid Forms shall be executed only by a duly authorized official of the Bidder:

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct:

Name of Bidder LAFLEUR ENGINEERING, INC

Signature 

Name DAMON LAFLEUR

Title RMD/CEO/PRES

Dated 04/15/2020

END OF CONTRACTOR INFORMATION AND EXPERIENCE FORM

**SECTION 00440
LIST OF SUBCONTRACTORS FORM**

LIST OF SUBCONTRACTORS FORM

In compliance with the Subletting and Subcontracting Fair Practices Act of the Public Contract Code of the State of California, each bidder shall set forth below: (a) the name, contractor's license number and the location of the place of business of and (b) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price. Notwithstanding the foregoing, if the work involves streets and highways, then the Contractor shall list each subcontractor who will perform work or labor or render service to Contractor in or about the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater. The District may, within its sole discretion, grant additional time to provide the below requested information.

If no subcontractor is specified for a portion of the Work, or if more than one subcontractor is specified for the same portion of Work, to be performed under the Contract in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater, or if the work involves streets or highways, then the Contractor shall be deemed to have agreed that it is fully qualified to perform that Work, and that it shall perform that portion itself.

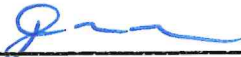
The completed form shall include a Department of Industrial Relations registration number for all subcontractors. Failure to include a registration number may cause the bid to be non-responsive.

Portion of the Work	Subcontractor	Location of Business	% of the Work	License & Registration Numbers
BID ITEM 5-17 SAW CUTTING	MC MADONEY, LLC	STOKTON, CA	1%	718 243 1000868882
BID ITEM 22 GRAND	AMPAC	SAC, CA	1%	256390 1000002952
BID ITEM 25 TYPE II SURRY	APS, INC.	GALT, CA	7%	943792 100000207

**SECTION 00440
LIST OF SUBCONTRACTORS FORM**

Portion of the Work	Subcontractor	Location of Business	% of the Work	License & Registration Numbers
		N/A		

Name of Bidder LAFLEUR ENGINEERING, INC.

Signature 

Name and Title DAMON LAFLEUR, RMO/LEO/PRES

Dated 04/15/2020

END OF LIST OF SUBCONTRACTORS FORM


**SECTION 00440
LIST OF SUBCONTRACTORS FORM**

**SECTION 00445
IRAN CONTRACTING ACT CERTIFICATION**

**IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code section 2200 et seq.)**

As required by California Public Contract Code section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code section 2200 et seq.) is true and correct:

- The Contractor is not:
- (i) identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203; or
 - (ii) a financial institution that extends, for 45 Days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- District has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, District will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- The amount of the Contract payable to the Contractor for the Work does not exceed \$1,000,000.

Signed _____  _____ DAMON LAFLEUR

Titled _____ RMO/CEO/PRES _____

Firm _____ LAFLEUR ENGINEERING, INC. _____

Date _____ 04/15/2020 _____

Note: In accordance with Public Contract Code section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract Price, termination of the Contract and/or ineligibility to bid on contracts for three years.

END OF IRAN CONTRACTING ACT CERTIFICATION

**SECTION 00445
IRAN CONTRACTING ACT CERTIFICATION**

**SECTION 00450
FLEET COMPLIANCE CERTIFICATION**

FLEET COMPLIANCE CERTIFICATION


The California Air Resources Board ("CARB") implemented amendments to the In-Use Off-Road Diesel-Fueled Fleets Regulations ("Regulation") which are effective on January 1, 2024, and apply broadly to all self-propelled off road diesel vehicles 25 horsepower or greater and other forms of equipment used in California. A copy of the Regulation is available at <https://ww2.arb.ca.gov/sites/default/files/barcu/regact/2022/off-roaddiesel/appa-1.pdf>. Bidders are required to comply with all CARB and Regulation requirements, including, without limitation, all applicable sections of the Regulation, as codified in Title 13 of the California Code of Regulations section 2449 et seq. throughout the term of the Project. Bidders must provide, with their Bid, copies of Bidder's and all listed subcontractors the most recent, valid Certificate of Reported Compliance ("CRC") issued by CARB.

The District is a Public Works Awarding Body, as defined under Title 13 California Code of Regulations section 2449(c)(46). Accordingly, Bidders must submit, with their Bids, a valid Certificate of Reported Compliance ("CRC") for the Bidder's and its listed subcontractors fleet (including any applicable leased equipment or vehicles). Bidder must complete and submit the Fleet Compliance Certification, on the form included in the bid package.

Contractor hereby acknowledges that they have reviewed the California Air Resources Board's policies, rules and regulations and are familiar with the requirements of Title 13, California Code of Regulations, Division 3, Chapter 9, effective on January 1, 2024 (the "Regulation"). Contractor hereby certifies, subject to penalty for perjury, that the option checked below relating to the Contractor's fleet, and/or that of their subcontractor(s) ("Fleet") is true and correct:

- The Fleet is subject to the requirements of the Regulation, and the appropriate Certificate(s) of Reported Compliance have been attached hereto.
- The Fleet is exempt from the Regulation under section 2449.1(f)(2), and a signed description of the subject vehicles, and reasoning for exemption has been attached hereto.
- Contractor and/or their subcontractor is unable to procure R99 or R100 renewable diesel fuel as defined in the Regulation pursuant to section 2449.1(f)(3). Contractor shall keep detailed records describing the normal refueling methods, their attempts to procure renewable diesel fuel and proof that shows they were not able to procure renewable diesel (i.e. third party correspondence or vendor bids).
- The Fleet is exempt from the requirements of the Regulation pursuant to section 2449(i)(4) because this Project has been deemed an Emergency, as defined under section 2449(c)(18). Contractor shall only operate the exempted vehicles in the emergency situation and records of the exempted vehicles must be maintained, pursuant to section 2449(i)(4).
- The Fleet does not fall under the Regulation or are otherwise exempted and a detailed reasoning is attached hereto.

Name of Contractor LAFLEUR ENGINEERING, INC.

Signature 

Name and Title DANIEL LAFLEUR, PWD/CEO/PRES

Dated 04/15/2024

California Environmental Protection Agency
Air Resources Board

January 1, 2026

**CERTIFICATE OF REPORTED COMPLIANCE
OFF-ROAD DIESEL VEHICLE REGULATION**

is issued to

LAFLEUR ENGINEERING, INC.

This certificate indicates that the fleet listed above has reported off-road diesel vehicles to the California Air Resources Board and has certified they are in compliance with title 13 CCR, section 2449. All applicable vehicles owned by the individual, company, or agency must be reported and labeled, as specified in Section 2449, with all possible completeness, else this certificate is null and void. **Certificate expires 2/28/2027**

Off-road Diesel Fleet Identification

228275

Michelle Burffington

Michelle Burffington
Chief, Mobile Source Control Division
California Air Resources Board

To verify the authenticity of this certificate, enter this number at
http://www.arb.ca.gov/doors/compliance_cert1.html

SECTION 00500

CONTRACT

CONTRACT

THIS CONTRACT is made this **28th Day of April, 2026**, in the County of Sacramento, State of California, by and between the Citrus Heights Water District, hereinafter called District, and **LaFleur Engineering, Inc.**, hereinafter called Contractor. The District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1. SCOPE OF WORK. The Contractor shall perform all Work within the time stipulated the Contract and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5 below for the following Project:

Donnawood Way Water Main Project

The Contractor and its surety shall be liable to the District for any damages arising as a result of the Contractor's failure to comply with this obligation.

ADDENDUM 3 (03/24/2026)

ARTICLE 2. TIME FOR COMPLETION. Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the District's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within **49** calendar Days from the commencement date stated in the Notice to Proceed herein after the Contract Time. By its signature hereunder, Contractor agrees the Contract Time for completion set forth above is adequate and reasonable to complete the Work.

ARTICLE 3. CONTRACT PRICE. The District shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of Four Hundred Twenty-Four Thousand One Hundred Seventy-Nine Dollars and Sixty Cents (\$424,179.60), hereinafter the Contract Price. Payment shall be made as set forth in the General Conditions.

ARTICLE 4. LIQUIDATED DAMAGES. The Contractor acknowledges that the District will sustain actual damages for each and every Day completion of the Project is delayed beyond the Contract Time. Because of the nature of the Project, it would be impracticable or extremely difficult to determine the District's actual damages. Accordingly, as provided in Government Code section 53069.85, it is agreed that the Contractor will pay the District the sum of **\$500.00** for each and every calendar Day of delay in completing the Work beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event the Liquidated Damages are not paid, the Contractor agrees the District may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not affect the District's rights to other damages or remedies specified in the Contract Documents or allowed by law.

SECTION 00500
CONTRACT

Should Contractor be inexcusably delayed in the performance of the Work, District may deduct Liquidated Damages based on its estimate of when Contractor will achieve Final Completion or other milestones. District need not wait until Final Completion to withhold Liquidated Damages from Contractor.

Liquidated Damages are not a penalty but an agreed upon estimate of the actual damages that would be sustained by the District for delay, including but not limited to loss of revenue, inconvenience to the District and the public, and increased Project administration expenses, such as extra inspection, construction management, staff time and architectural and engineering expenses. Liquidated Damages do not include actual damages the District incurs on account of claims by third parties against the District on account of any delay.

Should money due or to become due to the Contractor be insufficient to cover Liquidated Damages or other offsets due, then Contractor forthwith shall pay the remainder of the assessed liquidated damages to District.

ARTICLE 5. COMPONENT PARTS OF THE CONTRACT. The "Contract Documents" include the following documents, each of which is incorporated into this Contract by reference:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Contractor's Certificate Regarding Workers' Compensation
- Bid Bond
- Non-Collusion Declaration form
- Contractor Information and Experience Form
- List of Subcontractors Form
- Iran Contracting Act Certification
- Fleet Compliance Certification
- Contract
- Performance Bond
- Payment Bond
- General Conditions
- Special Conditions
- General Specifications
- Special Provisions
- Construction Details
- Project Plans
- Encroachment Permit Documents
- Any other documents contained in or incorporated into the Contract

The Contactor shall complete the Work in strict accordance with all of the Contract

SECTION 00500
CONTRACT

SECTION 00500
CONTRACT

Documents.

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

ARTICLE 6. PROVISIONS REQUIRED BY LAW. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including but not limited to, the provisions of the California Labor Code and Public Contract Code applicable to this Project.

If the Work involves federal funds, the Contractor and all its subcontractors shall comply with all requirements set forth in the attached Federal Requirements.

ARTICLE 7. INDEMNIFICATION. Contractor shall provide indemnification as set forth in the General Conditions.

ARTICLE 8. PREVAILING WAGES. Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or may be obtained online at <http://www.dir.ca.gov/dlsr>. and which must be posted at the job site.

**SECTION 00500
CONTRACT**

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the Day and year above written.

CONTRACTOR	CITRUS HEIGHTS WATER DISTRICT
By _____	By _____
Name and Title: _____	Name and Title: <u>Hilary M. Straus, General Manager</u>
License No. <u>959080</u>	
DIR Registration No. <u>1001169262</u>	

END OF CONTRACT

**SECTION 00610
PERFORMANCE BOND**

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the Citrus Heights Water District (hereinafter referred to as "District") has awarded to _____, (hereinafter referred to as the "Contractor") _____ an agreement for _____ (hereinafter referred to as the "Project").

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project dated _____, (hereinafter referred to as "Contract Documents"), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, _____, the undersigned Contractor and _____ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the District in the sum of _____ DOLLARS, (\$ _____), said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the District, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by District, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect the District from loss or damage resulting from or caused by defective materials or faulty workmanship, Surety shall undertake and faithfully fulfill all such obligations. The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit the District's rights or the

**SECTION 00610
PERFORMANCE BOND**

SECTION 00610
PERFORMANCE BOND

Contractor or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by the District to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at the District's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and the District, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit the District to complete the Project in any manner consistent with local, California and federal law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that the District may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if the District, when declaring the Contractor in default, notifies Surety of the District's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or

SECTION 00610
PERFORMANCE BOND

**SECTION 00610
PERFORMANCE BOND**

addition to the terms of the Contract Documents or to the Project, including but not limited to the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ Day of _____, 20__).

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____

Attorney-in-Fact

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached.

(Attach Attorney-in-Fact Certificate) Title _____

The rate of premium on this bond is _____ per thousand. The total amount of premium charges, \$_____.

(The above must be filled in by corporate attorney.)

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:

(Name and Address of Surety) _____

(Name and Address of Agent or Representative for service of process in California, if different from above) _____

(Telephone number of Surety and Agent or Representative for service of process in California) _____

**SECTION 00610
PERFORMANCE BOND**

**SECTION 00620
PAYMENT BOND**

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS That

WHEREAS, the Citrus Heights Water District (hereinafter designated as the "District"), by action taken or a resolution passed _____, 20____ has awarded to _____ hereinafter designated as the "Principal," a contract for the work described as follows:

_____ (the "Project"); and

WHEREAS, the work to be performed by the Principal is more particularly set forth in the Contract Documents for the Project dated _____ ("Contract Documents"), the terms and conditions of which are expressly incorporated by reference; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto the District in the penal sum of _____ Dollars (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the Contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time

**SECTION 00620
PAYMENT BOND**

for performance, addition, alteration or modification in, to, or of any contract, plans, Specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or District and original Contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned and the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____
Day of _____, 20__.

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____
Attorney-in-Fact

Title _____

Signatures of those signing for the Contractor and Surety must be notified and evidence of corporate authority attached. A Power-of-Attorney authorizing the person signing on behalf of the Surety to do so much be attached hereto.

SECTION 00620
PAYMENT BOND

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory
Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

Title(s)

Title or Type of Document

- Partner(s) Limited
- General

Number of Pages

- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

Signer(s) Other Than Named Above

**SECTION 00700
GENERAL CONDITIONS**

GENERAL CONDITIONS

ARTICLE 1. DEFINITIONS

- a. Acceptable, Acceptance or words of similar import shall be understood to be the acceptance of the Engineer and/or the District .
- b. Act of God is an earthquake of magnitude 3.5 or higher on the Richter scale or a tidal wave.
- c. Applicable Laws means laws, statutes, ordinances, rules, codes, regulations permits and licenses of any kind, issued by local, state or federal governmental authorities or private authorities with jurisdiction (including utilities), to the extent they apply to the Work.
- d. Approval means written authorization by Engineer and/or District .
- e. Contract Documents includes all documents as stated in the Contract.
- f. Day shall mean calendar Day unless otherwise specifically designated.
- g. District and Contractor are those stated in the Contract. The terms District, CHWD, and Owner may be used interchangeably.
- h. Engineer shall mean the District Engineer or his or her designee, of Citrus Heights Water District, acting either directly or through properly authorized agents, such as agents acting within the scope of the particular duties entrusted to them. Also sometimes referred to as the “District’s Representative” or “Representative” in the Contract Documents.
- i. Equal, Equivalent, Satisfactory, Directed, Designated, Selected, As Required and similar words shall mean the written approval, selection, satisfaction, direction, or similar action of the Engineer and/or District.
- j. Indicated, Shown, Detailed, Noted, Scheduled or words of similar meaning shall mean that reference is made to the drawings, unless otherwise noted. It shall be understood that the direction, designation, selection, or similar import of the Engineer and/or District is intended, unless stated otherwise.
- k. Install means the complete installation of any item, equipment or material.
- l. Material shall include machinery, equipment, manufactured articles, or construction such as form work, fasteners, etc., and any other classes of material to be furnished in connection with the Contract. All materials shall be new unless specified otherwise.

**SECTION 00700
GENERAL CONDITIONS**

- m. Perform shall mean that the Contractor, at Contractor's expense, shall take all actions necessary to complete The Work, including furnishing of necessary labor, tools, and equipment, and providing and installing Materials that are indicated, specified, or required to complete such performance.
- n. Project is The Work planned by District as provided in the Contract Documents.
- o. Provide shall include provide complete in place, that is furnish, install, test and make ready for use.
- p. Recyclable Waste Materials shall mean materials removed from the Project site which are required to be diverted to a recycling center rather than an area landfill. Recyclable Waste Materials include asphalt, concrete, brick, concrete block, and rock. The Contractor shall coordinate with the appropriate local government agency and comply with local waste disposal ordinances.
- q. Specifications means that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the work. In the case of conflict between the Specifications and the Contract Documents, the Contract Documents shall prevail.
- r. The Work means the entire improvement planned by the District pursuant to the Contract Documents.
- s. Work means labor, equipment and materials incorporated in, or to be incorporated in the construction covered by the Contract Documents.

ARTICLE 2. CONTRACT DOCUMENTS

- a. **Contract Documents.** The Contract Documents are complementary, and what is called for by one shall be as binding as if called for by all.
- b. **Interpretations.** The Contract Documents are intended to be fully cooperative and to be complementary. If Contractor observes that any documents are in conflict, the Contractor shall promptly notify the Engineer in writing. In case of conflicts between the Contract Documents, the order of precedence shall be as follows:
 - 1. Change Orders or Work Change Directives, the most recent first
 - 2. Addenda, the most recent first
 - 3. Environmental documents and approvals
 - 4. Special Provisions (or Special Conditions)
 - 5. Technical Specifications
 - 6. Plans (Contract Drawings)
 - 7. Contract
 - 8. General Conditions

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GENERAL CONDITIONS**

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9. Instructions to Bidders
10. Notice Inviting Bids
11. Contractor's Bid Forms
12. Standard Specifications/Greenbook
13. Standard Plans
14. Reference Documents

With reference to the Drawings, the order of precedence shall be as follows:

1. Figures govern over scaled dimensions
 2. Detail drawings govern over general drawings
 3. Addenda or Change Order drawings govern over Contract Drawings
 4. Contract Drawings govern over Standard Drawings
 5. Contract Drawings govern over Shop Drawings
- c. **Conflicts in Contract Documents.** Notwithstanding the orders of precedence established above, in the event of conflicts, the higher standard shall always apply.
- d. **Organization of Contract Documents.** Organization of the Contract Documents into divisions, sections, and articles, and arrangement of drawings shall not control the Contractor in dividing The Work among subcontractors or in establishing the extent of Work to be performed by any trade.

ARTICLE 3. CONTRACTS DOCUMENTS: COPIES & MAINTENANCE

Contractor will be furnished, free of charge, **3 (three)** copies of the Contract Documents. Additional copies may be obtained at cost of reproduction.

ARTICLE 4. CONTRACTOR SHALL MAINTAIN A CLEAN, UNDAMAGED SET OF CONTRACT DOCUMENTS AT THE PROJECT SITE.

- a. **Examination of Contract Documents.** Before commencing any portion of The Work, Contractor shall again carefully examine all applicable Contract Documents, the Project site and other information given to Contractor as to materials and methods of construction and other Project requirements. Contractor shall immediately notify the Engineer in writing of any potential error, inconsistency, ambiguity, conflict or lack of detail or explanation. If Contractor performs, permits, or causes the performance of any Work which is in error, inconsistent or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all resulting costs, including, without limitation, the cost of correction. In no case shall the Contractor or any subcontractor proceed with Work if uncertain as to the applicable requirements.
- b. **Request for Information; Additional Instructions.** Contractor may make a written request for information to address any error, inconsistency, ambiguity, conflict or lack of detail or explanation in the Contract Documents. The Engineer

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will provide any required additional instructions, by means of drawings or other written direction, necessary for proper execution of Work.

- c. **Quality of Parts, Construction and Finish.** All parts of The Work shall be of the best quality of their respective kinds and the Contractor must use all diligence to inform itself fully as to the required construction and finish. In no case shall Contractor proceed with The Work without obtaining first from the Engineer such written Approval as may be necessary for the proper performance of Work.
- d. **Contractor's Variation from Contract Document Requirements.** If it is found that the Contractor has varied from the requirements of the Contract Documents including the requirement to comply with all Applicable Laws, ordinances, rules and regulations, the Engineer may at any time, before or after completion of the Work, order the improper Work removed, remade or replaced by the Contractor at the Contractor's expense.

ARTICLE 5. EXISTENCE OF UTILITIES AT THE WORK SITE

a. **Existing Utilities**

- i. General – Known existing utilities and pipelines are shown on the Plans in their approximate locations. However, nothing herein shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities can be inferred from the presence of other visible facilities, such as buildings, cleanouts, meter and junction boxes, on or adjacent to the site of the Project.
- ii. The District will assume the responsibility for the timely removal, relocation, or protection of existing main or trunk line utility facilities located on the Project site if such utilities are not identified by the District in the Contract Documents or cannot reasonably be inferred from the presence of other visible facilities.

b. **Utility Location**

- i. It shall be the Contractor's responsibility to determine the exact location and depth of all utilities, including service connections, which have been marked by the respective utility owners and which the Contractor believes may affect or be affected by the Contractor's operations. The Contractor shall not be entitled to additional compensation or time extensions for work necessary to avoid interferences or for repair to damaged utilities if the Contractor does not expose all such existing utilities as required by this section.

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- ii. The locating of utilities shall be in conformance with Government Code section 4216 except for the District's utilities located on the District's property and not in public right-of-way.
- iii. A "High Priority Subsurface Installation" is defined in section 4216 (e) as "high-pressure natural gas pipelines with normal operating pressures greater than 415kPA gauge (60psig) or greater than six inches nominal pipe diameter, petroleum pipelines, pressurized sewage pipelines, high-voltage electric supply lines, conductors, or cables that have a potential to ground of greater than or equal to 60kv, or hazardous materials pipelines that are potentially hazardous to workers or the public if damaged."
- iv. A "Subsurface Installation" is defined in section 4216 (l) as "any underground pipeline, conduit, duct, wire, or other structure, except non-pressurized sewer lines, non-pressurized storm drains, or other non-pressurized drain lines."
- v. Pursuant to Government Code section 4216.2 the Contractor shall contact the appropriate regional notification center at least two (2) working Days but not more than fourteen (14) Days before performing any excavation. The Contractor shall request that the utility owners conduct a utility survey and mark or otherwise indicate the location of their service. The Contractor shall furnish to the District written documentation of its contact(s) with the regional notification center prior to commencing excavation at such locations.
- vi. After the utility survey is completed, the Contractor shall commence "potholing" or hand digging to determine the actual location of the pipe, duct, or conduit. The District shall be given written notice prior to commencing potholing operations. The Contractor shall uncover all piping and conduits, to a point one (1) foot below the pipe, where crossings, interferences, or connections are shown on the Drawings, prior to trenching or excavating for any pipe or structures, to determine actual elevations. New pipelines shall be laid to such grade as to clear all existing facilities, which are to remain in service for any period subsequent to the construction of the run of pipe involved.
- vii. The Contractor's attention is directed to the requirements of Government Code section 4216.2 (a)(2) which provides: "When the excavation is proposed within 10 feet of a high priority subsurface installation, the operator of the high priority subsurface installation shall notify the excavator of the existence of the high priority subsurface installation prior to the legal excavation start date and time, as such date and time are authorized pursuant to paragraph (1) of subdivision (a) of section 4216.2. The excavator and the operator or its representative shall conduct an onsite

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meeting at a mutually-agreed-on time to determine actions or activities required to verify the location of the high priority subsurface installation prior to start time.” The Contractor shall notify the District in advance of this meeting.

c. Utility Relocation and Repair

- i. If interferences occur at locations other than those indicated in the Contract Documents with reasonable accuracy, Contractor shall notify the District in writing.
- ii. Care shall be exercised by the Contractor to prevent damage to adjacent existing facilities and public or private works; where equipment will pass over these obstructions, suitable planking shall be placed. If high priority subsurface installations are damaged and the operator cannot be contacted, Contractor shall call 911 emergency services.
- iii. District will compensate the Contractor for the costs of locating and repairing damage not due to the failure of the Contractor to exercise reasonable care, and for removing or relocating such main or trunk line utility facilities not indicated in the Contract Documents with reasonable accuracy, and for the cost of equipment on the Project necessarily idled during such work. The payment for such costs will be made as provided in ARTICLE 46 (Changes and Extra Work). The Contractor shall not be assessed liquidated damages for delay in completion of the Project when such delay is caused by the failure of the District or utility company to provide for removal or relocation of such utility facilities. Requests for extensions of time arising out of utility relocation or repair delays shall be filed in accordance with ARTICLE 46.
- iv. The public utility, where they are the owner of the affected utility, shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price. The right is reserved to the District and the owners of utilities or their authorized agents to enter upon the Work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs to their properties. The Contractor shall cooperate with forces engaged in such work and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces and shall allow the respective utilities time to relocate their facility.
- v. When the Contract Documents indicate that a utility is to be relocated, altered or constructed by others, the District will conduct all negotiations with the utility company and the work will be done at no cost to the Contractor, unless otherwise stipulated in the Contract.

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- vi. Temporary or permanent relocation or alteration of utilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs for such work.

ARTICLE 6. SCHEDULE

- a. **General Requirements.** The schedule shall be prepared in a Critical Path Method ("CPM") format and in an electronic scheduling program acceptable to the District. Contractor shall deliver the schedule and all updates to the District in both paper and electronic form. The electronic versions shall be in the format and include all data used to prepare the schedule; pdf. Copies are not acceptable.
- b. **Initial Schedule.** Within ten (10) Days after the issuance of the Notice to Proceed, Contractor shall prepare a schedule for the performance of the Work and shall submit this to the Engineer for Approval. The receipt or Approval of any schedules by the Engineer or the District shall not in any way relieve the Contractor of its obligations under the Contract Documents. The Contractor is fully responsible to determine and provide for any and all staffing and resources at levels which allow for good quality and timely completion of the Project. Contractor's failure to incorporate all elements of Work required for the performance of the Contract or any inaccuracy in the schedule shall not excuse the Contractor from performing all Work required for a completed Project within the specified Contract time period. If the required schedule is not received by the time the first payment under the Contract is due, Contractor shall not be paid until the schedule is received, reviewed and accepted by the Engineer.
- c. **Schedule Contents.** The schedule shall allow enough time for inclement weather that can reasonably be expected at the Site. The schedule shall indicate the beginning and completion dates of all phases of construction; critical path for all critical, sequential time related activities; and "float time" for all "slack" or "gaps" in the non-critical activities. The schedule shall clearly identify all staffing and other resources which in the Contractor's judgment are needed to complete the Project within the Contract Time. Schedule duration shall match the Contract Time. Schedules indicating early completion will be rejected.
- d. **Schedule Updates.** Contractor shall continuously update its construction schedule to show the actual status of the Work and incorporate changes in the Work. Contractor shall submit an updated and accurate construction schedule to the Engineer whenever requested to do so by Engineer and with each progress payment request. The Engineer may withhold progress payments or other amounts due under the Contract Documents if Contractor fails to submit an updated and accurate construction schedule.

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ARTICLE 7. SUBSTITUTIONS

- a. Pursuant to Public Contract Code Section 3400(b) the District may make a finding that is described in the invitation for bids that designates certain products, things, or services by specific brand or trade name.

- b. Unless specifically designated in the Contract Documents, whenever any material, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such Specifications shall be deemed to be used for the purpose of facilitating the description of the material, process or article desired and shall be deemed to be followed by the words “or equal.” Contractor may, unless otherwise stated, offer for substitution any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified in the Contract Documents. However, the District may have adopted certain uniform standards for certain materials, processes and articles.

- c. Contractor shall submit written requests, together with substantiating data, for substitution of any “or equal” material, process or article no later than thirty-five (35) Days after award of the Contract. To facilitate the construction schedule and sequencing, some requests may need to be submitted before thirty-five (35) Days after award of Contract. Provisions regarding submission of “or equal” requests shall not in any way authorize an extension of time for performance of this Contract. If a proposed “or equal” substitution request is rejected, Contractor shall be responsible for providing the specified material, process or article without adjustment to the Contract Price or Contract Time. The burden of proof as to the equality of any material, process or article shall rest with the Contractor. The District has the complete and sole discretion to determine if a material, process or article is an “or equal” material, process or article that may be substituted.

- d. Data required to substantiate requests for substitutions of an “or equal” material, process or article data shall include a signed affidavit from the Contractor stating that, and describing how, the substituted “or equal” material, process or article is equivalent to that specified in every way except as listed on the affidavit. Substantiating data shall include any and all illustrations, Specifications, and other relevant data including catalog information which describes the requested substituted “or equal” material, process or article, and substantiates that it is an “or equal” to the material, process or article. The substantiating data must also include information regarding the durability and lifecycle cost of the requested substituted “or equal” material, process or article. Failure to submit all the required substantiating data, including the signed affidavit, to the District in a timely fashion will result in the rejection of the proposed substitution.

- e. The Contractor shall bear all of the District’s costs associated with the review of substitution requests.

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- f. The Contractor shall be responsible for all costs related to a substituted “or equal” material, process or article.
- g. Contractor is directed to the Special Conditions (if any) to review any findings made pursuant to Public Contract Code section 3400.

ARTICLE 8. SHOP DRAWINGS

- a. Contractor shall check and verify all field measurements and shall submit with such promptness as to provide adequate time for review and cause no delay in his own Work or in that of any other contractor, subcontractor, or worker on the Project, three (3) hard copies and one electronic copy of all shop or setting drawings, calculations, schedules, and materials list, and all other provisions required by the Contract. Contractor shall sign all submittals affirming that submittals have been reviewed and approved by Contractor prior to submission to Engineer. Each signed submittal shall affirm that the submittal meets all the requirements of the Contract Documents except as specifically and clearly noted and listed on the cover sheet of the submittal.
- b. Contractor shall make any corrections required by the Engineer, and file with the Engineer three (3) hard copies and one electronic copy each, and furnish such other copies as may be needed for completion of the Work. Engineer’s approval of shop drawings shall not relieve Contractor from responsibility for deviations from the Contract Documents unless Contractor has, in writing, called Engineer’s attention to such deviations at time of submission and has secured the Engineer’s written Approval. Engineer’s Approval of shop drawings shall not relieve Contractor from responsibility for errors in shop drawings.

ARTICLE 9. SUBMITTALS

- a. Contractor shall furnish to the Engineer for approval, prior to purchasing or commencing any Work, a log of all samples, material lists and certifications, mix designs, schedules, and other submittals, as required in the Specifications. The log shall indicate whether samples will be provided in accordance with other provisions of this Contract.
- b. Contractor will provide samples and submittals, together with catalogs and supporting data required by the Engineer, to the Engineer within a reasonable time period to provide for adequate review and avoid delays in the Work.
- c. These requirements shall not authorize any extension of time for performance of this Contract. Engineer will check and approve such samples, but only for conformance with design concept of work and for compliance with information given in the Contract Documents. Work shall be in accordance with approved samples and submittals.

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- d. Contractor shall not be entitled to any extension of the Contract Time on account of the requirements of ARTICLE 9.

ARTICLE 10. MATERIALS

- a. Except as otherwise specifically stated in the Contract Documents, Contractor shall provide and pay for all materials, labor, tools, equipment, water, lights, power, transportation, superintendence, temporary constructions of every nature, and all other services and facilities of every nature whatsoever necessary to execute and complete this Contract within the Contract Time.
- b. Unless otherwise specified, all materials shall be new and the best of their respective kinds and grades as noted and/or specified, and workmanship shall be of good quality.
- c. Materials shall be furnished in ample quantities and at such times as to ensure uninterrupted progress of The Work and shall be stored properly and protected as required by the Contract Documents. Contractor shall be entirely responsible for damage or loss by weather or other causes to materials or Work.
- d. No materials, supplies, or equipment for Work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by the seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in the work and agrees upon completion of all work to deliver the Project, to the District free from any claims, liens, or charges.
- e. Materials shall be stored on the Project site in such manner so as not to interfere with any operations of the District or any independent contractor.

ARTICLE 11. CONTRACTOR'S SUPERVISION

Contractor shall continuously keep at the Project site, a competent and experienced full-time Project superintendent approved by the District. Superintendent must be able to proficiently speak, read and write in English. Contractor shall continuously provide efficient supervision of the Project.

ARTICLE 12. WORKERS

- a. Contractor shall at all times enforce strict discipline and good order among its employees and subcontractors. Contractor shall not employ or allow subcontractors to employ on the Project any unfit person or any one not skilled in the Work assigned to him or her.

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- b. Any person in the employ of the Contractor whom the District may deem incompetent or unfit shall be dismissed from The Work and shall not be employed on this Project except with the written Approval of the District.

ARTICLE 13. SUBCONTRACTORS

- a. Contractor agrees to bind every subcontractor to the terms of the Contract Documents as far as such terms are applicable to subcontractor's portion of The Work. Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by its subcontractors, as Contractor is for acts and omissions of persons directly employed by Contractor. Nothing contained in these Contract Documents shall create any contractual relationship between any subcontractor and the District.
- b. The District reserves the right to Approve all subcontractors. The District's Approval of any subcontractor under this Contract shall not in any way relieve Contractor of its obligations in the Contract Documents.
- c. Prior to substituting any subcontractor listed in the Bid Forms, Contractor must comply with the requirements of the Subletting and Subcontracting Fair Practices Act pursuant to California Public Contract Code section 4100 et seq.

ARTICLE 14. VERIFICATION OF EMPLOYMENT ELIGIBILITY

By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subcontractors, sub-subcontractors and consultants to comply with the same. Each person executing this Contract on behalf of Contractor verifies that he or she is a duly authorized officer of Contractor and that any of the following shall be grounds for the District to terminate the Contract for cause: (1) failure of the Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in this ARTICLE 14; (2) any misrepresentation or material omission concerning compliance with such requirements; or (3) failure to immediately remove from the Work any person found not to be in compliance with such requirements.

ARTICLE 15. PERMITS AND LICENSES

Permits and licenses necessary for prosecution of The Work shall be secured and paid for by Contractor, unless otherwise specified in the Contract Documents.

- a. Contractor shall obtain and pay for all other permits and licenses required for The Work, including excavation permit and permits for plumbing, mechanical and

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GENERAL CONDITIONS**

electrical work and for operations in or over public streets or right of way under jurisdiction of public agencies other than the District.

- b. The Contractor shall arrange and pay for all off-site inspection of the Work related to permits and licenses, including certification, required by the Specifications, drawings, or by governing authorities, except for such off-site inspections delineated as the District's responsibility pursuant to the Contract Documents.
- c. Before Acceptance of the Project, the Contractor shall submit all licenses, permits, certificates of inspection and required approvals to the District.

ARTICLE 16. UTILITY USAGE

- a. All temporary utilities, including but not limited to electricity, water, gas, and telephone, used on the Work shall be furnished and paid for by Contractor. Contractor shall Provide necessary temporary distribution systems, including meters, if necessary, from distribution points to points on The Work where the utility is needed. Upon completion of The Work, Contractor shall remove all temporary distribution systems.
- b. Contractor shall provide necessary and adequate utilities and pay all costs for water, electricity, gas, oil, and sewer charges required for completion of the Project, including but not limited to startup and testing required in the Contract Documents.
- c. All permanent meters Installed shall be listed in the Contractor's name until Project Acceptance.
- d. If the Contract is for construction in existing facilities, Contractor may, with prior written Approval of the District, use the District's existing utilities. If Contractor uses District utilities, it shall compensate the District for utilities used by Contractor.

ARTICLE 17. INSPECTION FEES FOR PERMANENT UTILITIES

All inspection fees and other municipal charges for permanent utilities including, but not limited to, sewer, electrical, phone, gas, water, and irrigation shall be paid for by the District. Contractor shall be responsible for arranging the payment of such fees, but inspection fees and other municipal fees relating to permanent utilities shall be paid by the District. Contractor may either request reimbursement from the District for such fees, or shall be responsible for arranging and coordination with District for the payment of such fees.

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ARTICLE 18. TRENCHES

- a. Trenches Five Feet or More in Depth. The Contractor shall submit to the District, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground during the excavation of any trench or trenches five feet or more in depth. If the plan varies from shoring system standards, the plan shall be prepared by a registered civil or structural engineer. The plan shall not be less effective than the shoring, bracing, sloping, or other provisions of the Construction Safety Orders, as defined in the California Code of Regulations, and all costs therefor shall be included in the Contract Price. Nothing in this section shall be deemed to allow the use of a shoring, bracing, sloping or other protective system less effective than that required by the Construction Safety Orders. Nothing in this section shall be construed to impose a tort liability on the owner, any of its officers, officials, partners, employees, agents, consultants or volunteers. The Owner's review of the Contractor's excavation plan is only for general conformance to the Construction Safety Orders and does not relieve the Contractor of any obligation hereunder. Prior to commencing any excavation, the Contractor shall designate in writing to the District the "competent person(s)" with authority and responsibilities designated in the Construction Safety Orders.
- b. Excavations Deeper than Four Feet. If work under this Contract involves digging trenches or other excavation that extends deeper than four feet below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify the District, in writing, of any:
- 1) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
 - 2) Subsurface or latent physical conditions at the site differing from those indicated by information made available to bidders prior to the deadline for submitting bids.
 - 3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

The District shall promptly investigate the conditions, and if it finds that the conditions do so materially differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of The Work, shall issue a change order under the procedures described in the Contract Documents.

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In the event that a dispute arises between the District and the Contractor as to whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of The Work, the Contractor shall not be excused from any scheduled completion date provided for by the Contract, but shall proceed with all Work to be performed under the Contract. Contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the parties.

ARTICLE 19. DIVERSION OF RECYCLABLE WASTE MATERIALS

In compliance with the applicable District's waste reduction and recycling efforts, Contractor shall divert all Recyclable Waste Materials to appropriate recycling centers. Contractor will be required to submit weight tickets and written proof of diversion with its monthly progress payment requests. Contractor shall complete and execute any certification forms required by District or other applicable agencies to document Contractor's compliance with these diversion requirements. All costs incurred for these waste diversion efforts shall be the responsibility of the Contractor. The Contractor shall coordinate with the appropriate local government agency and comply with local waste disposal ordinances.

ARTICLE 20. REMOVAL OF HAZARDOUS MATERIALS

Should Contractor encounter material reasonably believed to be polychlorinated biphenyl (PCB) or other toxic wastes and hazardous materials (as defined in section 25117 of the Health and Safety Code) which have not been rendered harmless at the Project site, the Contractor shall immediately stop work at the affected Project site and shall report the condition to the District in writing. The District shall contract for any services required to directly remove and/or abate PCBs and other toxic wastes and hazardous materials, if required by the Project site(s), and shall not require the Contractor to subcontract for such services. The Work in the affected area shall not thereafter be resumed except by written agreement of the District and Contractor.

ARTICLE 21. SANITARY FACILITIES

Contractor shall provide sanitary temporary toilet buildings for the use of all workers. All toilets shall comply with local codes and ordinances. Toilets shall be kept supplied with toilet paper and shall have workable door fasteners. Toilets shall be serviced no less than once weekly and shall be present in a quantity of not less than 1 per 20 workers as required by CAL-OSHA regulation. The toilets shall be maintained in a sanitary condition at all times. Use of toilet facilities in The Work under construction shall not be permitted. Any other Sanitary Facilities required by CAL-OSHA shall be the responsibility of the Contractor.

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ARTICLE 22. AIR POLLUTION CONTROL

Contractor shall comply with all air pollution control rules, regulations, ordinances and statutes. All containers of paint, thinner, curing compound, solvent or liquid asphalt shall be labeled to indicate that the contents fully comply with the applicable material requirements. Without limiting the foregoing, Contractor must fully comply with all Applicable Laws, rules and regulations in furnishing or using equipment and/ or providing services, including but not limited to, emissions limits and permitting requirements imposed by the Air Quality Management District with jurisdiction over the Project and/ or California Air Resources Board (CARB). Contractor shall specifically be aware of the application of these limits and requirements to “portable equipment” which definition is considered to include any item of equipment with a fuel-powered engine. Contractor shall indemnify District against any fines or penalties imposed by the air quality management district, CARB, or any other governmental or regulatory agency for its violations of Applicable laws as well as those of its subcontractors or others for whom Contractor is responsible under its indemnity obligations provided for in ARTICLE 48.

ARTICLE 23. COMPLIANCE WITH STATE STORM WATER PERMIT

- a. Contractor shall be required to comply with all conditions of the State Water Resources Control Board (“State Water Board”) Water Quality Order No. 2009-00009-DWQ as modified by Order No. 2010-0014-DWQ, National Pollutant Discharge Elimination System General Permit for Waste Discharge Requirements for Discharges of Storm Water Discharges Associated with Construction Activity (“Permit”) for all construction activity which results in the disturbance of in excess of one acre of total land area or which is part of a larger common area of development or sale. Contractor shall be responsible for filing the Notice of Intent and for obtaining the Permit. Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan (“SWPPP”) prior to initiating Work. In bidding on this Contract, it shall be Contractor’s responsibility to evaluate the cost of procuring the Permit and preparing the SWPPP as well as complying with the SWPPP and any necessary revision to the SWPPP. Contractor shall comply with all requirements of the State Water Resources Control Board. Contractor shall include all costs of compliance with specified requirements in the Contract amount.
- b. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, monitoring and reporting requirements as required by the Permit. Contractor shall provide copies of all reports and monitoring information to the Engineer.
- c. Contractor shall comply with the lawful requirements of any applicable municipality, the District, drainage District, and other local agencies regarding discharges of storm water to separate storm drain system or other watercourses under their

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jurisdiction, including applicable requirements in municipal storm water management programs.

- d. Storm, surface, nuisance, or other waters may be encountered at various times during construction of The Work. Therefore, the Contractor, by submitting a Bid, hereby acknowledges that it has investigated the risk arising from such waters, has prepared its Bid accordingly, and assumes any and all risks and liabilities arising therefrom.
- e. Failure to comply with the Permit is in violation of federal and state law. Contractor hereby agrees to indemnify and hold harmless District, its officials, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which District, its officials, officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with the Permit arising out of or in connection with the Project, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the District, its officials, officers, agents, employees or authorized volunteers. District may seek damages from Contractor for delay in completing the Contract in accordance with the Contract Documents, caused by Contractor's failure to comply with the Permit.

ARTICLE 24. CLEANING UP

- a. Contractor at all times shall keep premises free from debris such as waste, rubbish, and excess materials and equipment. Contractor shall not store debris under, in, or about the premises. The contractor shall also remove temporary fencing, barricades, planking and construction toilet and similar temporary facilities from site. Contractor shall also clean all buildings, asphalt and concrete areas to the degree necessary to remove oil, grease, fuel, or other stains caused by Contractor operations or equipment.
- b. Contractor shall fully clean up the site at the completion of The Work. If the Contractor fails to immediately clean up at the completion of The Work, the District may do so and the cost of such clean up shall be charged back to the Contractor.

ARTICLE 25. LAYOUT AND FIELD ENGINEERING

All field engineering required for laying out The Work and establishing grades for earthwork operations shall be furnished by the District at its expense. Layout shall be done by a qualified individual Approved by the Engineer. Any required "as-built" drawings of civil engineering elements of the Work shall be prepared by a registered civil engineer.

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ARTICLE 26. EXCESSIVE NOISE

- a. The Contractor shall use only such equipment on the work and in such state of repair so that the emission of sound therefrom is within the noise tolerance level of that equipment as established by CAL-OSHA.
- b. The Contractor shall comply with the most restrictive of the following: (1) local sound control and noise level rules, regulations and ordinances and (2) the requirements contained in these Contract Documents, including hours of operation requirements. No internal combustion engine shall be operated on the Project without a muffler of the type recommended by the manufacturer. Should any muffler or other control device sustain damage or be determined to be ineffective or defective, the Contractor shall promptly remove the equipment and shall not return said equipment to the job until the device is repaired or replaced. Said noise and vibration level requirements shall apply to all equipment on the job or related to the job, including but not limited to, trucks, transit mixers or transit equipment that may or may not be owned by the Contractor.
- c. The Contractor shall comply with all the environmental provisions contained in the Contract Documents.

ARTICLE 27. TESTS AND INSPECTIONS

- a. If the Contract Documents, the Engineer, or any instructions, laws, ordinances, or public authority require any part of The Work to be tested or Approved, Contractor shall provide the Engineer at least two (2) working Days' notice of its readiness for observation or inspection. If inspection is by a public authority other than the District, Contractor shall promptly inform the District of the date fixed for such inspection. Required certificates of inspection (or similar) shall be secured by Contractor. Costs for District testing and District inspection shall be paid by the District. Costs of tests for Work found not to be in compliance with the Contract Documents or Applicable Law shall be paid by the Contractor.
- b. If any Work is done or covered up without the required testing or approval, the Contractor shall uncover or deconstruct the Work, and the Work shall be redone after completion of the testing at the Contractor's cost in compliance with the Contract Documents, at the Contractor's cost.
- c. Where inspection and testing are to be conducted by an independent laboratory or agency, materials or samples of materials to be inspected or tested shall be selected by such laboratory or agency, or by the District, and not by Contractor. All tests or inspections of materials shall be made in accordance with the commonly recognized standards of national organizations.
- d. In advance of manufacture of materials to be supplied by Contractor which must be tested or inspected, Contractor shall notify the District so that the District may

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arrange for testing at the source of supply. Any materials which have not satisfactorily passed such testing and inspection shall not be incorporated into The Work.

- e. If the manufacture of materials to be inspected or tested will occur in a plant or location outside the geographic limits of District, the Contractor shall pay for any excessive or unusual costs associated with such testing or inspection, including but not limited to excessive travel time, standby time and required lodging.
- f. Reexamination of Work may be ordered by the District. If so ordered, Work must be uncovered or deconstructed by Contractor. If Work is found to be in accordance with the Contract Documents, the District shall pay the costs of reexamination and reconstruction. If such work is found not to be in accordance with the Contract Documents, Contractor shall pay all costs.

ARTICLE 28. PROTECTION OF WORK AND PROPERTY

- a. The Contractor shall be responsible for all damages to persons or property that occur as a result of The Work. Contractor shall be responsible for the proper care and protection of all materials delivered and Work performed until completion and final Acceptance by the District. All Work shall be solely at the Contractor's risk. Contractor shall adequately protect adjacent property from settlement or loss of lateral support as necessary. Contractor shall comply with all applicable safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the Project site where Work is being performed. Contractor shall erect and properly maintain at all times, as required by field conditions and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created in the course of construction.
- b. In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization from the Engineer, is hereby permitted to act to prevent such threatened loss or injury; and Contractor shall so act, without appeal, if so authorized or instructed by the Engineer or the District. Any compensation claimed by Contractor on account of emergency work shall be determined by and agreed upon by the District and the Contractor in accordance with ARTICLE 46.
- c. Contractor shall provide such heat, covering, and enclosures as are necessary to protect all Work, materials, equipment, appliances, and tools against damage by weather conditions.
- d. Contractor shall take adequate precautions to protect existing sidewalks, curbs, pavements, utilities, and other adjoining property and structures, and to avoid damage thereto, and Contractor shall repair any damage thereto caused by The Work operations. Contractor shall:

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- 1) Enclose the working area with a substantial barricade, and arrange work to cause minimum amount of inconvenience and danger to the public.
- 2) Provide substantial barricades around any shrubs or trees indicated to be preserved.
- 3) Deliver materials to the Project site over a route designated by the Engineer.
- 4) Provide any and all dust control required and follow the Applicable air quality regulations as appropriate. If the Contractor does not comply, the District shall have the immediate authority to provide dust control and deduct the cost from payments to the Contractor.
- 5) Confine Contractor's apparatus, the storage of materials, and the operations of its workers to limits required by law, ordinances, permits, or directions of the Engineer. Contractor shall not unreasonably encumber the Project site with its materials.
- 6) Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved civil engineer or land surveyor, at no cost to the District.
- 7) Ensure that existing facilities, fences and other structures are all adequately protected and that, upon completion of all Work, all facilities that may have been damaged are restored to a condition acceptable to the District.
- 8) Preserve and protect from injury all buildings, pole lines and all direction, warning and mileage signs that have been placed within the right-of-way.
- 9) At the completion of work each Day, leave the Project site in a clean, safe condition.
- 10) Comply with any stage construction and traffic handling plans. Access to residences and businesses shall be maintained at all times.

These precautionary measures will apply continuously and not be limited to normal working hours. Full compensation for the Work involved in the preservation of life, safety and property as above specified shall be considered as included in the prices paid for the various contract items of Work, and no additional allowance will be made therefor.

- e. Should damage to persons or property occur as a result of The Work, Contractor shall promptly notify the District, in writing. Contractor shall be responsible for proper investigation, documentation, including video or photography, to

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adequately memorialize and make a record of what transpired. The District shall be entitled to inspect and copy any such documentation, video, or photographs.

ARTICLE 29. CONTRACTORS MEANS AND METHODS

Contractor is solely responsible for the means and methods utilized to Perform The Work. In no case shall the Contractor's means and methods deviate from commonly used industry standards.

ARTICLE 30. COMPLIANCE WITH CALIFORNIA AIR RESOURCES BOARD REGULATIONS

- a. Contractor shall comply, and shall ensure all subcontractors comply, with all applicable requirements of the most current version of the regulations imposed by California Air Resources Board ("CARB") including, without limitation, all applicable terms of Title 13, California Code of Regulations Division 3, Chapter 9 and all pending amendments ("Regulation").
- b. Throughout the Project, and for three (3) years thereafter, Contractor shall make available for inspection and copying any and all documents or information associated with Contractor's and its subcontractors' fleets including, without limitation, the Certificates of Reported Compliance ("CRCs"), fuel/refueling records, maintenance records, emissions records, and any other information the Contractor is required to produce, keep or maintain pursuant to the Regulation upon two (2) calendar days' notice from the District.
- c. Contractor shall be solely liable for any and all costs associated with compliance with the Regulation as well as for any and all penalties, fines, damages, or costs associated with any and all violations, or failures to comply with the Regulation. Contractor shall defend, indemnify and hold harmless the District, its officials, officers, employees and authorized volunteers free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Regulation.

ARTICLE 31. AUTHORIZED REPRESENTATIVES

The District shall designate representatives, who shall have the right to be present at the Project site at all times. The District may designate an inspector who shall have the right to observe all of the Contractor's Work. The inspector is not authorized to make changes in the Contract Documents or excuse Contractor from performing in accordance with the Contract Documents. The inspector shall not be responsible for the Contractor's failure to carry out The Work in accordance with the Contract Documents. Contractor shall provide safe and proper facilities for such access.

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ARTICLE 32. HOURS OF WORK

- a. Eight (8) hours of work shall constitute a legal Day's work. The Contractor and each subcontractor shall forfeit, as penalty to the District, twenty-five dollars (\$25) for each worker employed in the execution of Work by the Contractor or any subcontractor for each Day during which such worker is required or permitted to work more than eight (8) hours in any one Day and forty (40) hours in any week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, except as provided in Labor Code Section 1815.

- b. Work shall be accomplished on a regularly scheduled eight (8) hour per Day work shift basis, Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m. No Work shall be allowed on District-observed holidays, including the week between Christmas Day and New Years Day, unless otherwise Approved by the Engineer.

- c. It shall be unlawful for any person to operate, permit, use, or cause to operate any of the following at the Project site, other than between the hours of 7:00 a.m. to 5:00 p.m. **(except where night work is required or allowed by the District and approved by the jurisdiction in charge)**, Monday through Friday:
 - 1) Powered Vehicles
 - 2) Construction Equipment
 - 3) Loading and Unloading Vehicles
 - 4) Domestic Power Tools

ARTICLE 33. PAYROLL RECORDS

- a. Pursuant to Labor Code Section 1776, the Contractor and each subcontractor shall maintain weekly certified payroll records showing the name, address, social security number, work classification, straight time and overtime hours paid each Day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the work. Contractor shall certify under penalty of perjury that records maintained and submitted by Contractor are true and accurate. Contractor shall also require subcontractor(s) to certify weekly payroll records under penalty of perjury.

- b. The payroll records described herein shall be certified and submitted by the Contractor at a time designated by the District. The Contractor shall also provide the following:

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- 1) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
 - 2) A certified copy of all payroll records described herein shall be made available for inspection or furnished upon request of the Department of Industrial Relations ("DIR").
- c. The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement ("DLSE") of the DIR or shall contain the same information as the forms provided by the DLSE.
- d. Any copy of records made available for inspection and furnished upon request to the public shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor shall not be marked or obliterated.
- e. In the event of noncompliance with the requirements of this Section, the Contractor shall have ten (10) Days in which to comply subsequent to receipt of written notice specifying any item or actions necessary to ensure compliance with this section. Should noncompliance still be evident after such ten (10) Day period, the Contractor shall, as a penalty to the District, forfeit One Hundred Dollars (\$100.00) for each Day, or portion thereof, for each worker until strict compliance is effectuated. Upon the request of the DIR, such penalties shall be withheld from contract payments.

ARTICLE 34. PREVAILING RATES OF WAGES

- a. The Contractor is aware of the requirements of Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since this Project involves an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the Project site. Contractor shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims,

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liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

- b. The Contractor and each subcontractor shall forfeit as a penalty to the District not more than Two Hundred dollars (\$200.00) for each Day, or portion thereof, for each worker paid less than the stipulated prevailing wage rate for any work done by him, or by any subcontract under him, in violation of the provisions of the Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each Day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.
- c. Contractor shall post, at appropriate conspicuous points on the Project site, a schedule showing all determined general prevailing wage rates and all authorized deductions, if any, from unpaid wages actually earned.

ARTICLE 35. EMPLOYMENT OF APPRENTICES

The Contractor's attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the Labor Code concerning employment of apprentices by the Contractor or any subcontractor. The Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Section 1777.5, 1777.6, and 1777.7 of the Labor Code. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, the Administrator of Apprenticeships, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

ARTICLE 36. LABOR COMPLIANCE

This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations. It shall be the Contractor's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

Contractor shall post, at each job site, the notice required by Section 16451(d) of Title 8 of the California Code of Regulations. Template notices are available by emailing a request to CMU@dir.ca.gov or at the following location.

District Office of the Division of Labor Standards Enforcement
1515 Clay Street, Suite 801
Oakland, CA 94612

In accordance with Labor Code section 1771.4, the Contractor and each subcontractor shall furnish the certified payroll records directly to the Department of Industrial Relations on a weekly basis and in the format prescribed by the Department of Industrial Relations,

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which may include electronic submission. Contractor shall comply with all requirements and regulations from the Department of Industrial Relations relating to labor compliance monitoring and enforcement.

ARTICLE 37. CONTRACTOR AND SUBCONTRACTOR REGISTRATION

If the bids subject to the Notice Inviting Bids are due on or after March 1, 2015, then pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

**ARTICLE 38. NONDISCRIMINATION/EQUAL EMPLOYMENT
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Pursuant to Labor Code Section 1735 and other applicable provisions of law, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap on this Work. The Contractor will take affirmative action to insure that employees are treated during employment or training without regard to their race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap.

Employment Eligibility; Contractor. By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Contract, and shall not violate any such law at any time during the term of the Contract. Contractor shall avoid any violation of any such law during the term of this Contract by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for or referred to herein.

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Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any part of the Work or of this Contract to make the same verifications and comply with all requirements and restrictions provided for herein.

Employment Eligibility; Failure to Comply. Each person executing this Contract on behalf of Contractor verifies that he or she is a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the District to terminate the Contract for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for herein; (2) any misrepresentation or material omission concerning compliance with such requirements; or (3) failure to immediately remove from the Work any person found not to be in compliance with such requirements.

ARTICLE 39. LABOR/EMPLOYMENT SAFETY

In the performance of this Contract the Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements including, but not limited to California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act, related to their scope of work and operations. In case of conflict in regulations, the most stringent shall apply. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the Work covered by the Contract. Safety precautions shall include but shall not be limited to: adequate life protection and lifesaving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses (including but not limited to exposure to the Coccidioides fungus and Valley Fever); and adequate facilities for the proper inspection and maintenance of all safety measures.

Contractor must obtain all applicable Division of Occupational Safety and Health (CAL-OSHA) permit(s) and others required by California Labor Code and California Government Code, prior to the initiation of any practices, Work, method, operation, or process related to the Work covered in the Contract. Permits required by governmental authorities will be obtained at Contractor's expense.

It is a condition of this Contract, and shall be made a condition of each subcontract which the Contractor enters into pursuant to this Contract, that the Contractor and any subcontractor shall not permit any employee, in performance of the Contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to

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his/her health or safety, as determined under Cal/OSHA safety and health standards.

The Contractor shall be responsible for the safeguarding of all utilities. At least two working Days before beginning Work, the Contractor shall call the Underground Service Alert (USA) in order to determine the location of sub-structures. The Contractor shall immediately notify District and the utility owner if he/she disturbs, disconnects, or damages any utility.

In accordance with Section 6705 of the California Labor Code, the Contractor shall submit to District specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by District prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the Construction Safety Orders of the California Department of Industrial Relations (Cal/OSHA), the plan shall be prepared by a California registered civil or structural engineer. As part of the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the Cal/OSHA Construction Safety Orders, or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping or other provisions of the Safety Orders. In no event shall the Contractor use a shoring, sloping, or protective system less effective than that required by said Construction Safety Orders. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavations or trench Work requiring a Cal/OSHA permit are to be undertaken, the Contractor shall submit his/her permit with the excavation/trench Work safety plan to District before Work begins.

ARTICLE 40. INSURANCE

- a. Minimum Scope and Limits of Insurance. Contractor shall procure and maintain for the duration of the Contract, and for 5 years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.
- b. Coverage. Coverage shall be at least as broad as the following:
 1. General Liability - Commercial General Liability (CGL). Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least five million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this

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Project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to District) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability. Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) with limit of two million dollars (\$2,000,000) for bodily injury and property damage each accident.
3. Workers' Compensation Insurance. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Waiver of Subrogation (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor hereby agrees to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from Work performed by the Named Insured for the District; this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
4. Builder's Risk. (Course of Construction) if necessary, insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the Project and no coinsurance penalty provision. See Responsibility of Work.
5. Contractor's Pollution Liability. With limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

If the Contractor maintains broader coverage and or/higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the District.

- c. Other Required Provisions. The Commercial General Liability policy, Automobile Liability policy and Contractors Pollution (if necessary) are to contain, or be endorsed to contain, the following provisions:

1. Additional Insured Status. District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 10 01 and CG 20 37 10 01 for the Commercial General Liability policy) with respect to liability arising out of Work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such Work or operations. General liability

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coverage can be provided in the form of an endorsement to the Contractor's insurance.

2. Primary and Non-Contributory Coverage. For any claims related to this Project, the Contractor's insurance coverage shall be primary, at least as broad as ISO CG 20 01 04 13 for the Commercial General Liability policy, as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Waiver of Subrogation. All policies shall permit and Contractor does hereby waive any right of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss.
- d. Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.
- e. Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or equivalent or as otherwise approved by District.

The Contractor agrees and he/she will comply with such provisions before commencing Work. All of the insurance shall be provided on policy forms and through companies satisfactory to District. The District reserves the right to obtain complete, certified copies of all required insurance policies, including the policy declarations page with endorsement number. Failure to continually satisfy the Insurance requirements is a material breach of contract.

- f. Responsibility for Work. Until the completion and final Acceptance by District of all The Work under and implied by this Contract, The Work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

The Contractor shall provide and maintain builder's risk (course of construction) or an installation floater (for materials and equipment) covering all risks of direct physical loss, damage or destruction to The Work in the amount specified in the General Conditions, to insure against such losses until final Acceptance of The Work by District. Such insurance shall insure at least against the perils of fire and extended coverage, theft, vandalism and malicious mischief, and collapse. The Policy shall be endorsed with District, its directors, officers, employees, and authorized volunteers named as loss payee, as their interest may appear. The making of progress payments to the Contractor shall not be construed as creating an insurable interest by or for District or be construed as relieving the Contractor or his/her subcontractors of responsibility for loss from any direct physical loss, damage or destruction occurring prior to final Acceptance of The Work by District.

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- g. Deductibles and Self-Insured Retentions. Insurance deductibles or self-insured retentions must be declared by the Contractor, and approved by the District. At the election of District the Contractor shall either cause the insurer to reduce or eliminate such self-insured retentions as respects the District, its directors, officers, employees, and authorized volunteers or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.
- h. Verification of Coverage - Evidences of Insurance. Contractor shall furnish the District with copies of certificates and amendatory endorsements effecting coverage required by this Contract. All certificates and endorsements are to be received and approved by the District before Work commences. However, failure to obtain the required documents prior to the Work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages, required by these Specifications, at any time. Failure to continually satisfy the Insurance requirements is a material breach of contract.
- i. Continuation of Coverage. The Contractor shall, upon demand of District deliver evidence of coverage showing continuation of coverage for at least (5) years after completion of the Project. Contractor further waives all rights of subrogation under this Contract When any of the required coverages expire during the term of this Contract, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement and evidence of waiver of rights of subrogation against District (if builder's risk insurance is applicable) to District at least ten (10) Days prior to the expiration date.
- j. Subcontractors. In the event that the Contractor employs other Contractors (subcontractors) as part of the Work covered by this Contract, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above (via as broad as ISO CG 20 38 04 13). The Contractor shall, upon demand of District, deliver to District copies such policy or policies of insurance and the receipts for payment of premiums thereon.

ARTICLE 41. FORM AND PROOF OF CARRIAGE OF INSURANCE

- a. Any insurance carrier providing insurance coverage required by the Contract Documents shall be authorized to do business in the State of California unless waived, in writing, by the District's General Manager. Carrier(s) shall have an A.M. Best rating of not less than an A:IX. Insurance deductibles or self-insured retentions must be declared by the Contractor. At the election of the District, the

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Contractor shall either 1) reduce or eliminate such deductibles or self-insured retentions, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. If umbrella or excess liability coverage is used to meet any required limit(s) specified herein, the Contractor shall provide a "follow form" endorsement satisfactory to the District indicating that such coverage is subject to the same terms and conditions as the underlying liability policy.

- b. Each insurance policy required by this Contract shall be endorsed to state that: (1) should any of the above described be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District its directors, officials, officers, employees, agents and volunteers.
- c. The Certificate(s) and policies of insurance shall contain or shall be endorsed to contain the covenant of the insurance carrier(s) that it shall provide no less than thirty (30) Days written notice be given to the District prior to any material modification or cancellation of such insurance. In the event of a material modification or cancellation of coverage, the District may terminate the Contract or stop the Work in accordance with the Contract Documents, unless the District receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. Contractor shall not take possession, or use the Site, or commence operations under this Contract until the District has been furnished original Certificate(s) of Insurance and certified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this section. The original endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.
- d. The Certificate(s) of Insurance, policies and endorsements shall so covenant and shall be construed as primary, and the District's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- e. The District reserves the right to adjust the monetary limits of insurance coverages during the term of this Contract including any extension thereof if in the District's reasonable judgment, the amount or type of insurance carried by the Contractor becomes inadequate.
- f. Contractor shall report to the District, in addition to Contractor's insurer, any and all insurance claims submitted by the Contractor in connection with the Work under this Contract.

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ARTICLE 42. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

- a. **Time for Completion/Liquidated Damages.** Work shall be commenced within ten (10) Days of the date stated in the District's Notice to Proceed and shall be completed by Contractor in the Contract Time. The District is under no obligation to consider early completion of the Project; and the Contract completion date shall not be amended by the District's receipt or acceptance of the Contractor's proposed earlier completion date. Furthermore, Contractor shall not, under any circumstances, receive additional compensation from the District (including but not limited to indirect, general, administrative or other forms of overhead costs) for the period between the time of earlier completion proposed by the Contractor and the Contract completion date. If The Work is not completed within the Contract Time, it is understood that the District will suffer damage. In accordance with Government Code section 53069.85, being impractical and infeasible to determine the amount of actual damage, it is agreed that Contractor shall pay to the District as fixed and liquidated damages, and not as a penalty, the sum stipulated in the Contract for each Day of delay until The Work is fully completed. Contractor and its surety shall be liable for any liquidated damages. Any money due or to become due the Contractor may be retained to cover liquidated damages.
- b. **Inclement Weather.** Contractor shall abide the Engineer's determination of what constitutes inclement weather. Time extensions for inclement weather shall only be granted when the Work stopped during inclement weather is on the critical path of the then-current Project schedule.
- c. **Extension of Time.** Contractor shall not be charged liquidated damages because of any delays in completion of The Work due to unforeseeable causes beyond the control and without the fault or negligence of Contractor (or its subcontractors or suppliers). Contractor shall within five (5) Days of identifying any such delay notify the District in writing of causes of delay. The District shall ascertain the facts and extent of delay and grant extension of time for completing The Work when, in its judgment, the facts justify such an extension. Time extensions to the Project shall be requested by the Contractor as they occur and without delay. No delay claims shall be permitted unless the event or occurrence delays the completion of the Project beyond the Contract completion date.
- d. **No Damages for Reasonable Delay.** The District's liability to Contractor for delays for which the District is responsible shall be limited to only an extension of time unless such delays were unreasonable under the circumstances. In no case shall the District be liable for any costs which are borne by the Contractor in the regular course of business, including, but not limited to, home office overhead and other ongoing costs. Damages caused by unreasonable District delay, including delays caused by items that are the responsibility of the District pursuant to Government Code section 4215, shall be based on actual costs only, no proportions or formulas shall be used to calculate any delay damages.

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ARTICLE 43. COST BREAKDOWN AND PERIODIC ESTIMATES

Contractor shall furnish on forms Approved by the District:

- a. Within ten (10) Days of award of the Contract a detailed Schedule of Values giving a complete breakdown of the Contract price. The Schedule of Values shall be adjusted as directed by the District;
- b. A monthly itemized estimate of Work done for the purpose of making progress payments. In order for the District to consider and evaluate each progress payment application, the Contractor shall submit a detailed measurement of Work performed and a progress estimate of the value thereof before the tenth (10th) Day of the following month.
- c. Contractor shall submit, with each of its payment requests, an adjusted list of actual quantities, verified by the Engineer, for unit price items listed, if any, in the Bid Form.
- d. Following the District's Acceptance of the Work, the Contractor shall submit to the District a written statement of the final quantities of unit price items for inclusion in the final payment request.
- e. The District shall have the right to adjust any estimate of quantity and to subsequently correct any error made in any estimate for payment.

Contractor shall certify under penalty of perjury, that all cost breakdowns and periodic estimates accurately reflect the Work on the Project.

ARTICLE 44. MOBILIZATION

- a. When a bid item is included in the Bid Form for mobilization, the costs of Work in advance of construction operations and not directly attributable to any specific bid item will be included in the progress estimate ("Initial Mobilization"). When no bid item is provided for "Initial Mobilization," payment for such costs will be deemed to be included in the other items of The Work.
- b. Payment for Mobilization shall be based on the lump sum provided in the Bid Form, which shall constitute full compensation for all such Work. The first payment for mobilization shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of mobilization upon execution of the Agreement for Construction Services. The scope of the Work included under Mobilization shall include, but shall not be limited to, the following principal items, if applicable:
 - 1) Obtaining and paying for all bonds, insurance, and permits.

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- 2) Moving on to the Project site of all Contractor's plant and equipment required for first month's operations.
- 3) Developing and installing a construction water supply.
- 4) Providing on-site sanitary facilities and potable water facilities as specified per Cal-OSHA and these Contract Documents.
- 5) Furnishing, installing, and maintaining all storage buildings or sheds required for temporary storage of products, equipment, or materials, and for all security.
- 6) Arranging for and erection of Contractor's work and storage yard.
- 7) Posting all OSHA required notices and establishment of safety programs per Cal-OSHA.
- 8) Full-time presence of Contractor's superintendent at the job site as required herein.
- 9) Submittal of Construction Schedule as required by the Contract Documents.

ARTICLE 45. PAYMENTS

- a. The District shall make monthly progress payments following receipt of undisputed and properly submitted payment requests. Unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of Work performed up to the last Day of the previous month, less the aggregate of previous payments. District will, within forty-five (45) Days after receipt of an undisputed and properly submitted application for payment, pay the Contractor the amount so approved.
- b. The Contractor shall, after the full completion of The Work, submit a final payment application. All prior progress estimates shall be subject to correction in the final estimate and payment.
- c. Unless otherwise required by law or unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), the final payment of five percent (5%) of the value of the Work, if unencumbered, shall be paid no later than sixty (60) Days after the date of recordation of the Notice of Completion.

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- d. Acceptance by Contractor of the final payment shall constitute a waiver of all claims against the District arising from this Contract.
- e. Payments to the Contractor shall not be construed to be an acceptance of any defective work or improper materials, or to relieve the Contractor of its obligations under the Contract Documents.
- f. The Contractor shall submit with each payment request the Contractor's conditional waiver of lien for the entire amount covered by such payment request, as well as a valid unconditional waiver of lien from the Contractor and all subcontractors and materialmen for all work and materials included in any prior invoices. Waivers of lien shall be in the forms prescribed by California Civil Code Section 8132, 8132, 8136 and 8138. Prior to final payment by the District, the Contractor shall submit a final conditional waiver of lien for the Contractor's work, together with unconditional releases of lien from any subcontractor or materialmen.

ARTICLE 46. PAYMENTS WITHHELD AND BACKCHARGES

In addition to amounts which the District may retain under other provisions of the Contract Documents the District may withhold payments due to Contractor as the District may consider to be necessary to cover:

- a. Stop Notice Claims.
- b. Defective work not remedied.
- c. Failure of Contractor to make proper payments to its subcontractors or suppliers.
- d. Completion of the Contract if there exists a reasonable doubt that the work can be completed for balance then unpaid.
- e. Damage to another contractor or third party.
- f. Amounts which may be due the District for claims against Contractor.
- g. Failure of Contractor to keep the record ("as-built") drawings up to date.
- h. Failure to provide updates on the construction schedule.
- i. Site cleanup.
- j. Failure of the Contractor to comply with requirements of the Contract Documents.
- k. Liquidated damages.
- l. Legally permitted penalties.

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Upon completion of the Contract, the District will reduce the final Contract amount to reflect costs charged to the Contractor, back charges or payments withheld pursuant to the Contract Documents.

ARTICLE 47. CHANGES AND EXTRA WORK

a. Change Order Work.

- 1) The District, without invalidating the Contract, may order changes in the Work consisting of additions, deletions or other revisions, the Contract Price and Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents. A Change Order signed by the Contractor indicates the Contractor's agreement therewith, including any adjustment in the Contract amount or the Contract time, and the full and final settlement of all costs (direct, indirect and overhead) related to the Work authorized by the Change Order.
- 2) Contractor shall promptly execute changes in the Work as directed in writing by the District even when the parties have not reached agreement on whether the change increases the scope of Work or affects the Contract Price or Contract Time. All claims for additional compensation to the Contractor shall be presented in writing. No claim will be considered after the work in question has been done unless a written contract change order has been issued or a timely written notice of claim has been made by Contractor. Contractor shall not be entitled to claim or bring suit for damages, whether for loss of profits or otherwise, on account of any decrease or omission of any item or portion of Work to be done. Whenever any change is made as provided for herein, such change shall be considered and treated as though originally included in the Contract, and shall be subject to all terms, conditions and provisions of the original Contract.
- 3) Owner Initiated Change. The Contractor must submit a complete cost proposal, including any change in the Contract time, within seven (7) Days after receipt of a scope of a proposed change order initiated by the District, unless the District requests that proposals be submitted in less than seven (7) Days.
- 4) Contractor Initiated Change. The Contractor must give written notice of a proposed change order required for compliance with the Contract Documents within seven (7) Days of discovery of the facts giving rise to the proposed change order.
- 5) Whenever possible, any changes to the Contract amount shall be in a lump sum mutually agreed to by the Contractor and the District.

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- 6) Price quotations from the Contractor shall be accompanied by sufficiently detailed supporting documentation to permit verification by the District, including but not limited to estimates and quotations from subcontractors or material suppliers, as District may reasonably request.
- 7) If the Contractor fails to submit a complete cost proposal within the seven (7) Day period (or as requested), the District has the right to order the Contractor in writing to commence the work immediately on a force account basis and/or issue a lump sum change to the Contract Price and/ or Contract Time in accordance with the District's estimate. If the change is issued based on the District estimate, the Contractor will waive its right to dispute the action unless within fifteen (15) Days following completion of the added/deleted work, the Contractor presents written proof that the District's estimate was in error.
- 8) Estimates for lump sum quotations and accounting for cost-plus-percentage work shall be limited to direct expenditures necessitated specifically by the subject extra work, and shall be segregated as follows:
 - (a) Labor. The costs of labor will be the actual cost for wages prevailing locally for each craft or type of worker at the time the extra work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State or local laws, as well as assessment or benefits required by lawful collective bargaining agreements. The use of a labor classification which would increase the extra work cost will not be permitted unless the contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.
 - (b) Materials. The cost of materials reported shall be at invoice or lowest current price at which such materials are locally available in the quantities involved, plus sales tax, freight and delivery. Materials cost shall be based upon supplier or manufacturer's invoice. If invoices or other satisfactory evidence of cost are not furnished within fifteen (15) Days of delivery, then the Engineer shall determine the materials cost, at its sole discretion.
 - (c) Tool and Equipment Use. Costs for the use of small tools, tools which have a replacement value of \$1,000 or less shall be considered included in the markups described below. Regardless of ownership, the rates to be used in determining equipment use costs shall not exceed listed rates prevailing locally at equipment rental agencies, or distributors, at the time the work is performed.

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- (d) Overhead, Profit and Other Charges. The mark-up for overhead (including supervision) and profit on work added to the Contract shall be according to the following:
- i. "Net Cost" is defined as consisting of costs of labor, materials and tools and equipment only excluding overhead and profit. The costs of applicable insurance and bond premium will be reimbursed to the Contractor and subcontractors at cost only, without mark-up. Contractor shall provide District with documentation of the costs, including but not limited to payroll records, invoices and such other information as District may reasonably request.
 - ii. For Work performed by the Contractor's forces the added cost for overhead and profit shall not exceed fifteen (15%) percent of the Net Cost of the Work.
 - iii. For Work performed by a subcontractor, the added cost for overhead and profit shall not exceed fifteen (15%) percent of the subcontractor's Net Cost of the Work to which the Contractor may add five (5%) percent of the subcontractor's Net Cost.
 - iv. For Work performed by a sub-subcontractor the added cost for overhead and profit shall not exceed fifteen (15 %) percent of the sub-subcontractor's Net Cost for Work to which the subcontractor and general contractor may each add an additional five (5%) percent of the Net Cost of the lower tier subcontractor.
 - iv. No additional markup will be allowed for lower tier subcontractors, and in no case shall the added cost for overhead and profit payable by District exceed twenty-five (25%) percent of the Net Cost as defined herein, of the party that performs the Work.
- 9) All of the following costs are included in the markups for overhead and profit described above, and Contractor shall not receive any additional compensation for: Submittals, drawings: field drawings, Shop Drawings, including submissions of drawings; field inspection; General Superintendence; General administration and preparation of cost proposals, schedule analysis, Change Orders, and other supporting documentation; computer services; reproduction services; Salaries of project engineer, superintendent, timekeeper, storekeeper, and secretaries; Janitorial services; Small tools, incidentals and consumables; Temporary

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on-Site facilities (Offices, Telephones, Internet access, Plumbing, Electrical Power, lighting; Platforms, Fencing, Water), Jobsite and Home office overhead or other expenses; vehicles and fuel used for work otherwise included in the Contract Documents; Surveying; Estimating; Protection of Work; Handling and disposal fees; Final cleanup; Other incidental Work; Related warranties; insurance and bond premiums.

- 10) For added or deducted Work by subcontractors, the Contractor shall furnish to the District the subcontractor's signed detailed record of the cost of labor, material and equipment, including the subcontractor markup for overhead and profit. The same requirement shall apply to sub-subcontractors.
- 11) For added or deducted work furnished by a vendor or supplier, the Contractor shall furnish to the District a detailed record of the cost to the Contractor, signed by such vendor or supplier.
- 12) Any change in The Work involving both additions and deletions shall indicate a net total cost, including subcontracts and materials. Allowance for overhead and profit, as specified herein, shall be applied if the net total cost is an increase in the Contract Price; overhead and profit allowances shall not be applied if the net total cost is a deduction to the Contract Price. The estimated cost of deductions shall be based on labor and material prices on the date the Contract was executed.
- 13) Contractor shall not reserve a right to assert impact costs, extended job site costs, extended overhead, constructive acceleration and/or actual acceleration beyond what is stated in the change order for work. No claims shall be allowed for impact, extended overhead costs, constructive acceleration and/or actual acceleration due to a multiplicity of changes and/or clarifications. The Contractor may not change or modify the District's change order form in an attempt to reserve additional rights.
- 14) If the District disagrees with the proposal submitted by Contractor, it will notify the Contractor and the District will provide its opinion of the appropriate price and/or time extension. If the Contractor agrees with the District, a change order will be issued by the District. If no agreement can be reached, the District shall have the right to issue a unilateral change order setting forth its determination of the reasonable additions or savings in costs and time attributable to the extra or deleted work. Such determination shall become final and binding if the Contractor fails to submit a claim in writing to the District within fifteen (15) Days of the issuance of the unilateral change order, disputing the terms of the unilateral change order, and providing such supporting documentation for its position as the District may require.

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- 15) No dispute, disagreement or failure of the parties to reach agreement on the terms of the change order shall relieve the Contractor from the obligation to proceed with performance of the work, including extra work, promptly and expeditiously.
- 16) Any alterations, extensions of time, extra work or any other changes may be made without securing consent of the Contractor's surety or sureties.

ARTICLE 48. OCCUPANCY

The District reserves the right to occupy or utilize any portion of The Work at any time before completion, and such occupancy or use shall not constitute Acceptance of any part of Work covered by this Contract. This use shall not relieve the Contractor of its responsibilities under the Contract.

ARTICLE 49. INDEMNIFICATION

To the extent permitted by law, Contractor shall defend, indemnify and hold harmless District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the Work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the District, its directors, officers, employees, and authorized volunteers.

To the fullest extent allowed by law, Contractor shall defend (with Counsel of District's choosing), indemnify and hold the District, its elected officials, officers, employees, agents and authorized volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, at law or in equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, to the extent arising out of or incident to any acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Work or this Contract, including claims made by subcontractors for nonpayment, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, with Counsel of District's choosing, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its elected officials, officers, employees, agents and authorized volunteers. To the extent of its liability, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District, its elected officials, officers, employees, agents and authorized volunteers in any such suit, action or other legal proceeding. Contractor shall reimburse District, its elected officials, officers, employees, agents and authorized volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in

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enforcing the indemnity herein provided. The only limitations on this provision shall be those imposed by Civil Code Section 2782.

ARTICLE 50. RECORD (“AS BUILT”) DRAWINGS

- a. Contractor shall prepare and maintain a complete set of record drawings (herein referred to as “as-builts”) and shall require each trade to prepare its own as-builts. Contractor shall mark the as-builts to show the actual installation where the installation varies from the Work as originally shown. Contractor shall mark whichever drawings are most capable of showing conditions fully and where shop drawings are used, Contractor must record a cross-reference at the corresponding location on the contract drawings. Contractor shall give particular attention to concealed elements that would be difficult to measure and record at a later date. Contractor shall use colors to distinguish variations in separate categories of The Work.
- b. Contractor shall note related change order numbers where applicable. Contractor shall organize as-builts into manageable sets, bound with durable paper cover sheets and shall print suitable title, dates and other identification on the cover of each set. The suitability of the as-builts will be determined by the Engineer.

ARTICLE 51. RESOLUTION OF CONSTRUCTION CLAIMS

- a. Contractor shall timely comply with all notices and requests for changes to the Contract Time or Contract Price, including but not limited to all requirements of Article 47, Changes and Extra Work, as a prerequisite to filing any claim governed by this Article. The failure to timely submit a notice of delay or notice of change, or to timely request a change to the Contract Price or Contract Time, or to timely provide any other notice or request required by this agreement shall constitute a waiver of the right to procedures of this Article.
- b. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of \$375,000 or less.
- c. Effective January 1, 2017, Section 9204 of the Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Article is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Article shall be construed to be consistent with said statutes.
- d. For purposes of this Article, “Claim” means a separate demand by the Contractor, after a change order duly requested in accordance with Article 47 “Changes and Extra Work” has been denied, for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the Contractor pursuant to the

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Contract for a public work and payment of which is not otherwise entitled to, or (C) an amount the payment of which is disputed by the District.

- e. **Claims governed by this Article may not be filed unless and until the Contractor completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the procedures contained in Article 47 “Changes and Extra Work,” and Contractor’s request for a change has been denied in whole or in part. Claims governed by this Article must be filed no later than the date of final payment.**

- f. The claim shall be submitted in writing to the District and shall include on its first page the following in 16 point capital font: “THIS IS A CLAIM.” Furthermore, the claim shall include the documents necessary to substantiate the claim. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra work, disputed work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

- g. **Supporting Documentation:** The Contractor shall submit all claims in the following format:
 - 1) Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made
 - 2) List of documents relating to claim:
 - i. Specifications
 - ii. Drawings
 - iii. Clarifications (Requests for Information)
 - iv. Schedules
 - v. Other
 - 3) Chronology of events and correspondence
 - 4) Analysis of claim merit
 - 5) Analysis of claim cost
 - 6) Time impact analysis in CPM format

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- h. **District's Response.** Upon receipt of a claim pursuant to this Article, District shall conduct a reasonable review of the claim and, within a period not to exceed 45 Days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 Days after the public entity issues its written statement.
- 1) If the District needs approval from the District Board to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the District Board does not meet within the 45 Days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the District shall have up to three Days following the next duly publicly noticed meeting of the District Board after the 45-Day period, or extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.
 - 2) Within 30 Days of receipt of a claim, the District may request in writing additional documentation supporting the claim or relating to defenses or claims the District may have against the Contractor. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of District and the Contractor. The District's written response to the claim, as further documented, shall be submitted to the Contractor within 30 Days (if the claim is less than \$15,000, within 15 Days) after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.
- i. **Meet and Confer.** If the Contractor disputes the District's written response, or the District fails to respond within the time prescribed, the Contractor may so notify the District, in writing, either within 15 Days of receipt of the District's response or within 15 Days of the District's failure to respond within the time prescribed, respectively, and demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, the District shall schedule a meet and confer conference within 30 Days for settlement of the dispute.
- j. **Mediation.** Within 10 business Days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 Days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the Contractor sharing the associated costs

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equally. The public entity and Contractor shall mutually agree to a mediator within 10 business Days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.

- 1) If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.
 - 2) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.
 - 3) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.
 - 4) The mediation shall be held no earlier than the date the Contractor completes the Work or the date that the Contractor last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.
- k. If following the mediation, the claim or any portion remains in dispute, the Contractor must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code prior to initiating litigation. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference.
- l. The following procedures are established for all civil actions filed to resolve claims of \$375,000 or less:
- 1) Within 60 Days, but no earlier than 30 Days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of this Agreement. The mediation process shall provide for the selection within 15 Days by both parties of a disinterested third person as mediator, shall be commenced

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within 30 Days of the submittal, and shall be concluded within 15 Days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court.

- 2) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.
 - i. In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.
- m. **Government Code Claims:** In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, construction claims and/or changed conditions, the Contractor must comply with the claim procedures set forth in Government Code Sections 900, et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, construction claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if the prerequisite contractual requirements are not satisfied, no action against the District may be filed. **A Government Code claim must be filed no earlier than the date the work is completed or the date the Contractor last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.**
- n. The District's failure to respond to a claim from the Contractor within the time periods described in this Article or to otherwise meet the time requirements of this Article shall result in the claim being deemed rejected in its entirety.

ARTICLE 52. DISTRICT'S RIGHT TO TERMINATE CONTRACT

- a. **Termination for Cause:** The District may, without prejudice to any other right or remedy, serve written notice upon Contractor of its intention to terminate this Contract if the Contractor: (i) refuses or fails to prosecute The Work or any part thereof with such diligence as will ensure its completion within the time required;

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(ii) fails to complete The Work within the required time; (iii) should file a bankruptcy petition or be adjudged a bankrupt; (iv) should make a general assignment for the benefit of its creditors; (v) should have a receiver appointed; (vi) should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials to complete the work; (vii) should fail to make prompt payment to subcontractors or for material or labor; (viii) persistently disregard Applicable Laws, ordinances, other requirements or instructions of the District; or (ix) should violate any of the provisions of the Contract Documents.

The notice of default and intent to terminate shall contain the reasons for termination. Unless within ten (10) Days after the service of such notice, Contractor resolves the circumstances giving rise to the notice of default to the District's satisfaction, or makes arrangements acceptable to the District for the required corrective action, this Contract shall terminate. In such case, Contractor shall not be entitled to receive any further payment until the Project has been finished. The District may take over and complete The Work by any method it may deem appropriate. Contractor and its surety shall be liable to the District for any excess costs or other damages incurred by the District to complete the Project. If the District takes over The Work, the District may, without liability for so doing, take possession of and utilize in completing The Work such materials, appliances, plant, and other property belonging to the Contractor as may be on the Project site.

- b. **Termination For Convenience:** In addition to its right to terminate this Contract for default, the District may terminate the Contract, in whole or in part, at any time upon ten (10) Days written notice to Contractor. The Notice of Termination shall specify that the termination is for the convenience of the District, the extent of termination and the effective date of such termination.

After receipt of Notice of Termination, and except as directed by the District, the Contractor shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately proceed with the following obligations:

- 1) Stop Work as specified in the Notice.
- 2) Complete any Work specified in the Notice of Termination in a least cost/shortest time manner while still maintaining the quality called for under the Contract Documents.
- 3) Leave the Site and any other property upon which the Contractor was working and upon which the facility (or facilities) forming the basis of the Contract Documents is situated in a safe and sanitary manner such that it does not pose any threat to the public health or safety.

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- 4) Terminate all subcontracts and purchase orders to the extent that they relate to the portions of The Work terminated.
- 5) Place no further subcontracts or orders, except as necessary to complete the remaining portion of The Work.
- 6) Submit to the District, within ten (10) Days from the effective date of the Notice of Termination, all of the documentation called for by the Contract Documents to substantiate all costs incurred by the Contractor for labor, materials and equipment through the Effective Date of the Notice of Termination. Any documentation substantiating costs incurred by the Contractor solely as a result of the District's exercise of its right to terminate this Contract pursuant to this clause, which costs the Contractor is authorized under the Contract Documents to incur, shall: (i) be submitted to and received by the District no later than thirty (30) Days after the Effective Date of the Notice of Termination; (ii) describe the costs incurred with particularity; and (iii) be conspicuously identified as "Termination Costs Occasioned by the District's Termination for Convenience."
- 7) District's total liability to Contractor by reason of the termination shall be limited to the total (without duplication of any items) of:
 - i. The reasonable cost to the Contractor for all Work performed prior to the effective date of the termination, determined in accordance with the force account provisions of ARTICLE 46, including the Work done to secure the Project for termination. Reasonable cost may not exceed the applicable percentage completion values derived from the progress schedule and the Cost Breakdown. Deductions shall be made for cost of materials to be retained by the Contractor, cost of Work defectively performed, amounts realized by sale of materials, and for other appropriate credits or offsets against cost of Work as allowed by the Contract Documents. Reasonable cost will include reasonable allowance for Project overhead and general administrative overhead, not to exceed five percent (5%) of the cost. Contractor shall not be entitled to reimbursement under this section for Work for which Contractor has already received, or is eligible to receive, compensation under the terms of the Contract.
 - ii. When, in the District's opinion, the cost of any item of Work is excessively high due to costs incurred to remedy or replace defective or rejected Work, reasonable cost to be allowed will be the estimated reasonable cost of performing the Work in

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compliance with requirements of the Contract Documents and excessive actual cost shall be disallowed.

- iii. A reasonable allowance for profit on cost of Work performed as determined in accordance with ARTICLE 46 provided that the Contractor establishes to the District's satisfaction that the Contractor would have made a profit had the Project been completed, and provided further that the profit allowed shall not exceed five percent (5%) percent of the cost. Contractor shall not be entitled to an allowance for profit on any work for which Contractor has received, or is eligible to receive, compensation under the terms of the Contract.
 - iv. Reasonable costs to the Contractor of handling material returned to vendors, delivered to the District or otherwise disposed of as directed by the District.
 - v. A reasonable allowance for the Contractor's internal administrative costs in preparing termination claim.
 - vi. Reasonable demobilization costs, and reasonable payments made to Subcontractors or suppliers on account of termination.
- 8) In no event shall the District be liable for unreasonable costs incurred by the Contractor or subcontractors after receipt of a notice of termination. Such non-recoverable costs include, but are not limited to, the cost of or anticipated profits on Work not performed as of the date of termination, post-termination employee salaries, unreasonable post-termination administrative expenses, post-termination overhead or unabsorbed overhead, surety costs of any type, costs of preparing and submitting the Contractor's termination claim, attorney fees of any type, and all other costs relating to prosecution of a claim or lawsuit.
- 9) The District shall have no obligation to pay the Contractor under this ARTICLE 51b (Termination for Convenience) unless and until the Contractor provides the District with updated and acceptable as-builts and Record Documents for Work completed prior to termination.
- 10) In arriving at the amount due the Contractor under this clause there shall be deducted in whole or in the appropriate part(s) if the termination is partial:
- 11) All unliquidated advances or other payments on account previously made to the Contractor, including without limitation all payments

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which are applicable to the terminated portion of the Contract Documents,

- 12) Any claim the District may have against the Contractor in connection with the Work, and
 - 13) The agreed price for, or proceeds of sale of, any materials, supplies, or other things kept by the Contractor and not otherwise recovered by or credited to the District.
 - 14) These provisions are in addition to and not in limitation of any other rights or remedies available to the District.
- c. **Savings Clause.** If District terminates Contractor for cause, and if it is later determined that the termination was wrongful, such default termination shall automatically be converted to and treated as a termination for convenience. In such event, Contractor shall be entitled to receive only the amounts payable under this section, and Contractor specifically waives any claim for any other amounts or damages, including, but not limited to, any claim for consequential damages or lost profits.
- d. **Exception.** Notwithstanding any other provision of this Article, when immediate action is necessary to protect life and safety or to reduce significant exposure or liability, the District may immediately order Contractor to cease Work until such safety or liability issues are addressed to the satisfaction of the District or the Contract is terminated.

ARTICLE 53. WARRANTY AND GUARANTEE

- a. Contractor warrants that all materials and equipment furnished under this Contract shall be new unless otherwise specified in the Contract Documents; and that all Work conforms to the Contract Document requirements and is free of any defect whether performed by the Contractor or any subcontractor or supplier.
- b. Unless otherwise stated, all warranty periods shall begin upon the filing of the Notice of Completion. Unless otherwise stated, the warranty period shall be for one year.
- c. The Contractor shall remedy at its expense any damage to District-owned or controlled real or personal property.
- d. Contractor shall furnish the District with all warranty and guarantee documents prior to final Acceptance of the Project by the District.
- e. The District shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. The Contractor shall within ten (10)

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Days after being notified commence and perform with due diligence all necessary Work to complete or correct the Work at issue. If the Contractor fails to promptly remedy any defect, or damage; the District shall have the right to replace, repair, or otherwise remedy the defect, or damage at the Contractor's expense.

- f. In the event of any emergency constituting an immediate hazard to health, safety, property, or licensees, when caused by Work of the Contractor not in accordance with the Contract requirements, the District may undertake at Contractor's expense, and without prior notice, all actions necessary to correct such condition.
- g. With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for Work performed and Materials furnished under this Contract, the Contractor shall:
 - 1) Obtain for District all warranties that would be given in normal commercial practice or that are required in the Contract Documents;
 - 2) Require all warranties to be executed, in writing, for the benefit of the District; and
 - 3) Enforce all warranties for the benefit of the District, unless otherwise directed in writing by the District.

This Article shall not limit the District's rights under this Contract or with respect to latent defects, gross mistakes, or fraud. The District specifically reserves all rights related to defective work, including but not limited to the defect claims pursuant to California Code of Civil Procedure Section 337.15.

ARTICLE 54. DOCUMENT RETENTION & EXAMINATION

- a. In accordance with Government Code Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the State Auditor General for a period of three (3) years after final payment.
- b. Contractor shall make available to the District any of the Contractor's other documents related to the Project immediately upon request of the District.
- c. In addition to the State Auditor rights above, the District shall have the right to examine and audit all books, estimates, records, contracts, documents, bid documents, subcontracts, and other data of the Contractor (including electronic records, computations and projections) related to negotiating, pricing, or performing the modification in order to evaluate the accuracy and completeness of the cost or pricing data at no additional cost to the District, for a period of four (4) years after final payment.

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ARTICLE 55. SOILS INVESTIGATIONS

When a soils investigation report for the Project site is available, such report shall not be a part of the Contract Documents. Any information obtained from such report as to subsurface soil condition, or to elevations of existing grades or elevations of underlying rock, is approximate only and is not guaranteed. Contractor acknowledges that any soils investigation report (including any borings) was prepared for purposes of design only and Contractor is required to examine the site before submitting its bid and must make whatever tests it deems appropriate to determine the underground condition of the soil.

ARTICLE 56. SEPARATE CONTRACTS

- a. The District reserves the right to let other contracts in connection with this Work or on the Project site. Contractor shall cooperate with and permit other contractors reasonable access and storage of their materials and execution of their work and shall properly connect and coordinate its Work with theirs.
- b. To ensure proper execution of its subsequent Work, Contractor shall immediately inspect work already in place and shall at once report to the Engineer any problems with the work in place or discrepancies with the Contract Documents.
- c. Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by the District in prosecution of the Project to the end that Contractor may perform this Contract in the light of such other contracts, if any. Nothing herein contained shall be interpreted as granting to Contractor exclusive occupancy at site of the Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project. If simultaneous execution of any contract for the Project is likely to cause interference with performance of some other contract or contracts, the Engineer shall decide which Contractor shall cease Work temporarily and which contractor shall continue or whether work can be coordinated so that contractors may proceed simultaneously. The District shall not be responsible for any damages suffered or for extra costs incurred by Contractor resulting directly or indirectly from award, performance, or attempted performance of any other contract or contracts on the Project site.

ARTICLE 57. NOTICE AND SERVICE THEREOF

All notices shall be in writing and either served by personal delivery or mailed to the other party as designated in the Bid Forms. Written notice to the Contractor shall be addressed to Contractor's principal place of business unless Contractor designates another address in writing for service of notice. Notice to District shall be addressed to the District as designated in the Notice Inviting Bids unless District designates another address in writing for service of notice. Notice shall be effective upon receipt or five (5) Days after being sent by first class mail, whichever is earlier. Notice given by facsimile shall not be effective unless acknowledged in writing by the receiving party.

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ARTICLE 58. NOTICE OF THIRD PARTY CLAIMS

Pursuant to Public Contract Code Section 9201, the District shall provide Contractor with timely notification of the receipt of any third-party claim relating to the Contract.

ARTICLE 59. STATE LICENSE BOARD NOTICE

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

ARTICLE 60. INTEGRATION

- a. This Contract, together with its incorporated documents, contains the entire, integrated agreement of the parties hereto, and supersedes any and all other prior or contemporaneous negotiations, understandings and oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void.
- b. Any modification of this Contract shall be effective in in writing signed by all parties hereto. No oral order, objection, direction, claim or notice by any party or person shall affect or modify any of the terms or obligations contained in the Contract Documents.

ARTICLE 61. ASSIGNMENT

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this Contract or any part thereof including any claims, without prior written consent of the District. Any assignment without the written consent of the District shall be void. Any assignment of money due or to become due under this Contract shall be subject to a prior lien for services rendered or Material supplied for performance of Work called for under the Contract Documents in favor of all persons, firms, or corporations rendering such services or supplying such Materials to the extent that claims are filed pursuant to the Civil Code, the Code of Civil Procedure or the Government Code.

ARTICLE 62. CHANGE IN NAME AND NATURE OF CONTRACTOR'S LEGAL ENTITY

Should a change be contemplated in the name or nature of the Contractor's legal entity, the Contractor shall first notify the District in order that proper steps may be taken to have the change reflected on the Contract and all related documents. No change of

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GENERAL CONDITIONS**

Contractor's name or nature will affect District's rights under the Contract, including but not limited to the bonds.

ARTICLE 63. ASSIGNMENT OF ANTITRUST ACTIONS

Pursuant to Section 7103.5 of the Public Contract Code, in entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (chapter 2 (commencing with Section 16700) of part 2 of division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to this Contract or any subcontract. This assignment shall be made and become effective at the time the District makes final payment to the Contractor, without further acknowledgment by the parties.

ARTICLE 64. PROHIBITED INTERESTS

No District official or representative who is authorized in such capacity and on behalf of the District to negotiate, supervise, make, accept, or approve, or to take part in negotiating, supervising, making, accepting or approving any engineering, inspection, construction or material supply contract or any subcontract in connection with construction of the project, shall be or become directly or indirectly interested financially in the Contract.

ARTICLE 65. LAWS AND REGULATIONS

- a. Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules and regulations bearing on conduct of work as indicated and specified by their terms. References to specific laws, rules or regulations in the Contract Documents are for reference purposes only and shall not limit or affect the applicability of provisions not specifically mentioned. If Contractor observes that drawings and Specifications are at variance therewith, he shall promptly notify the Engineer in writing and any necessary changes shall be adjusted as provided for in this Contract for changes in work. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Engineer, he shall bear all costs arising therefrom.
- b. Contractor shall be responsible for familiarity with the Americans with Disabilities Act ("ADA") (42 U.S.C. § 12101 et seq.). The Work will be performed in compliance with ADA laws, rules and regulations. Contractor shall comply with the Historic Building code, including but not limited to, as it relates to the ADA, whenever applicable.
- c. Contractor acknowledges and understands that, pursuant to Public Contract Code section 20676, sellers of "mined material" must be on an approved list of sellers

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published pursuant to Public Resources Code section 2717(b) in order to supply mined material for this Contract.

ARTICLE 66. PATENT FEES OR ROYALTIES.

The Contractor shall include in its bid amount the patent fees or royalties on any patented article or process furnished or used in the Work. Contractor shall assume all liability and responsibility arising from the use of any patented, or allegedly patented, materials, equipment, devices or processes used in or incorporated with The Work, and shall defend, indemnify and hold harmless the District, its officials, officers, agents, employees and representatives from and against any and all liabilities, demands, claims, damages, losses, costs and expenses, of whatsoever kind or nature, arising from such use.

ARTICLE 67. OWNERSHIP OF DRAWING

All Contract Documents furnished by the District are District property. They are not to be used by Contractor or any subcontractor on other work nor shall Contractor claim any right to such documents. With exception of one complete set of Contract Documents, all documents shall be returned to the District on request at completion of the Work.

ARTICLE 68. NOTICE OF TAXABLE POSSESSORY INTEREST

In accordance with Revenue and Taxation Code Section 107.6, the Contract Documents may create a possessory interest subject to personal property taxation for which Contractor will be responsible.

END OF GENERAL CONDITIONS

**SECTION 00750
SPECIAL CONDITIONS**

SPECIAL CONDITIONS

SP – 1 DIFFERING SITE CONDITIONS

In the event that site conditions are materially different than shown on the plans or observed during the mandatory site visit, the Contractor shall promptly notify the Engineer in writing. The Engineer shall investigate the conditions, and if found that such conditions do materially differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the Work under this Contract, the Engineer will recommend to the District that an equitable adjustment be made by modifying the Contract by Change Order to account for differing site conditions.

No Claim of the Contractor under this clause or any other shall be allowed unless the Contractor has given notice as indicated above.

No Claim of the Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Contract.

SP – 2 USE OF STANDARDS

The District's Standard Technical Specifications and Standard Details (most recent edition) are considered a part of the Contract Documents and are the primary reference for technical Specifications for the construction of District projects. Any item of work not specified in the following Technical Specifications sections or not shown in the Bid Drawings shall be subject to the District's Standard Technical Specifications and Standard Details.

SP – 3 DESCRIPTION OF BID ITEMS

The Bid Items listed in Section 00400 Bid Form are described in further detail in Section 00900 – Measurement and Payment. The descriptions provided are intended as a guide for measurement and payment and may not include all items or work necessary to complete the Project. Any items not described, but necessary to complete the Project as specified within the Contract Documents, shall be considered included in the appropriate Bid Item.

SP – 4 DAMAGE TO PAVEMENT AND CONCRETE

The Contractor shall provide all necessary protection to existing pavement and concrete so as to avoid scraping, gouging, imprinting, cracking edges or otherwise causing damage during the entire Project. The District shall direct the Contractor to repair any damage as deemed necessary by the District. The Contractor shall repair said damage using methods required by the District or the parties may agree to an alternative method in advance of said repairs. All costs of repairs to existing pavement and concrete due to damage caused by the Contractor shall be solely the responsibility of the Contractor.

END OF SPECIAL CONDITIONS

**SECTION 00750
SPECIAL CONDITIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

GENERAL SPECIFICATIONS

**DONNAWOOD WAY
WATER MAIN PROJECT
C25-103**

The work described herein shall be performed according to the Citrus Heights Water District General Specifications as follows:

1. SCOPE OF WORK

The work shall include installing:

- 6 lineal feet of 12" Pressure Class 350 Ductile Iron Pipe (PC 350 DIP)
- 92 lineal feet of 8" Pressure Class 350 Ductile Iron Pipe (PC 350 DIP)
- 638 lineal feet of 8" CL 305 DR 14 AWWA C900 Polyvinyl Chloride Pipe (PVC)
- 18 lineal feet of 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP)

The work shall also include installing:

- Four (4) 8" resilient wedge gate valves
- Three (3) 6" resilient wedge gate valves

The work shall also include installing:

- One (1) dry-barrel steamer fire hydrant

The work shall also include installing:

- One (1) 1" air/vacuum valves – below ground

The work shall also include installing:

- One (1) 2" blow-off valve

The work shall also include installing:

- Two (2) 1" metered water services
- Thirteen (11) 1" water services with curb stops
- Four (4) water service reconnections onto the new water main

The work includes all labor, materials, equipment, and incidentals, to completely install an operating facility in accordance with these Citrus Heights Water District General

**SECTION 00900
GENERAL SPECIFICATIONS**

Specifications and the Contract Documents.

The Work shall be complete, and all work, materials, and services not expressly shown or called for in the Contract Documents which may be necessary for the complete and proper construction of the Work in good faith shall be performed, furnished, and installed by the Contractor as though originally so specified or shown, at no increase in cost to the District.

2. DISTRICT FURNISHED ITEMS

- The District shall furnish water for construction at no cost to the Contractor.
- The District shall provide for initial compaction testing as deemed necessary by the District at no cost to the Contractor.
- The District shall provide for bacteriological sampling of the water in the water main and services prior to reconnection of same at no cost to the Contractor.
- The District shall provide Encroachment Permits approved by the **County of Sacramento** and pay all costs for fees and inspections at no cost to the Contractor.
- The District shall file and maintain a Notice of Exemption for the California Environmental Quality Act (CEQA).

3. CONTRACTOR FURNISHED ITEMS

- The Contractor shall furnish all other material including but not limited to pipeline and appurtenances, sand, 3/4" aggregate base, concrete for thrust blocks, temporary and final paving, and hauling and disposal of spoils. The Contractor is advised to order and acquire the specified materials well enough in advance so as not to cause the Project to be delayed or to necessitate substitutions. Additional work days will not be granted for failure to obtain materials in a timely manner.
- The Contractor shall be responsible for obtaining any necessary permit for the disposal of chlorinated water and coordinating with the proper agency. Any variation on this method will require approval in advance by Citrus Heights Water District. The discharge of chlorinated water into any surface water drainage system is strictly prohibited by law.
- The Contractor and its subcontractors shall acquire supplemental Encroachment Permits and furnish a Traffic Control Plan approved by the **County of Sacramento**. The Traffic Control Plan shall comply with the Encroachment Permit(s).

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4. ITEMS OF WORK, MEASUREMENT AND PAYMENT

Bid Item 1 Mobilization: Includes obtaining a temporary discharge permit as required. Includes preparatory work and operations, including, but not limited to, that necessary for the movement of personnel, equipment, supplies, and incidentals to the Project site; for the establishment of all work site offices, buildings, and other facilities necessary for the Project; and for all other work and operations which must be performed, including costs incurred, prior to beginning work on the various contract items at the work site.

The bid item for mobilization shall be no more than eight percent (8%) of the total contract amount. The first payment for mobilization shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of mobilization upon execution of the Agreement for Construction Services.

Bid Item 2, Sheeting, Shoring and Bracing: Consists of providing sheeting, shoring and bracing for below-grade excavations as is necessary to provide a safe work environment for the workers. The Contractor shall be responsible for the proper application of sheeting, shoring, and bracing as required at any trench depth. Furthermore, the Contractor shall comply with all requests by the District Inspector for applying of sheeting, shoring, and bracing at any trench depth.

The Contractor shall refer directly to Title 8 of the California Code of Regulations and the Labor Code, produced by the State of California Department of Industrial Relations and the Cal/OSHA Consultation Service Research and Education Unit, for detailed information regarding the regulation's scope, specifications, and exceptions and for other requirements that may be applicable to their operations.

The bid item for sheeting, shoring, and bracing shall be no more than one percent (1%) of the total contract amount. The first payment for sheeting, shoring, and bracing shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of sheeting, shoring, and bracing upon execution of the Agreement for Construction Services.

Bid Item 3, Traffic Control Plan and Implementation: Includes preparing and obtaining approval for a Traffic Control Plan, procurement and placement of all traffic control materials, equipment, and markings, and fulfillment of all other requirements as specified in the approved Traffic Control Plan. The Contractor shall coordinate required inspections with the County of Sacramento Encroachment Inspector. The Contractor shall comply with the approved County of Sacramento encroachment Permit and shall implement traffic control procedures as directed by the County Inspector and the District Inspector. The Contract lump sum price paid for Traffic Control Implementation includes compensation for all labor, materials, tools, equipment and incidentals and for all work involved with Traffic Control Implementation, including placement of surface mounted channelizers, , construction area and stationary mounted signs, project information signs, flagging, removal of all traffic control materials, equipment, and markings from the site

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upon completion of work, complete in place, as shown on the Project Plans and as directed by the County Inspector.

The bid item for the traffic control plan and implementation shall be no more than five percent (5%) of the total contract amount. The first payment for the traffic control plan and implementation shall be fifty percent (50%) of the bid item amount and shall be invoiced with the Contractor's monthly payment request following receipt of the Notice to Proceed from the District. The remaining fifty percent (50%) of the bid item amount shall be invoiced by the Contractor with the following monthly payment request.

Bid Item 4, Storm Water Pollution Prevention Implementation: Includes procurement and placement of all storm water pollution protection materials and equipment, and fulfillment of all other requirements as specified in the Project Plan. The Contractor shall coordinate required inspections with the County of Sacramento Encroachment Inspector and the District Inspector. The Contractor shall comply with changes to the approved storm water pollution protection plans as required by the County of Sacramento Encroachment Inspector and the District Inspector. The contract lump sum price paid for Storm Water Pollution Prevention Implementation includes compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved with Storm Water Pollution Prevention Implementation, including filter bags, gravel filled bags, geotextile fabric or erosion control blankets, staples, temporary fiber rolls, stakes, and removal of all storm water pollution protection materials and equipment from the site upon completion of work and as directed by the County and District Inspectors.

The bid item for the storm water pollution prevention plan and implementation shall be no more than one percent (1%) of the total contract amount. Payment for the storm water pollution prevention plan and implementation shall be one hundred percent (100%) of the bid item amount and shall be invoiced with the Contractor's monthly payment request following receipt of the Notice to Proceed from the District.

Bid Item 5, Install 12" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main: Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 12" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.
See *CONSTRUCTION DETAIL "TREN_713SC"*.

Bid Item 6, Install 8" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main: Includes construction saw cutting and removal of existing paving, excavation, all potholing

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prior to or during construction, and the installation of 8" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.
See *CONSTRUCTION DETAIL "TREN_713SC"*.

Bid Item 7, Install 8" CL305 DR 14 AWWA C900 Polyvinylchloride (PVC) Water Main:

Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 8" CL305 DR 14 AWWA C900 Polyvinyl chloride (PVC) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.
See *CONSTRUCTION DETAIL "TREN_713SC"*.

Bid Item 8, Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main:

Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.
See *CONSTRUCTION DETAIL "TREN_713SC"*.

Bid Item 9, 8" Connection to Existing 12" Water Main:

Includes connecting newly constructed 8" water main to existing 12" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.
See *PROJECT PLANS, Sheet 5, Note 1*.

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Bid Item 10, 8" Connection to Existing 6" Water Main: Includes connecting newly constructed 8" water main to existing 6" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS; Sheet 4, Note 1.*

Bid Item 11, Install 8" Resilient Wedge Gate Valve: Includes installing an 8" FL x FL or FL x MJ resilient wedge gate valve. Includes valve box, valve access riser, and locator wire. Payment shall be at the contract unit price, complete.

See *CONSTRUCTION DETAIL "VB_811".*

Bid Item 12, Install 6" Resilient Wedge Gate Valve: Includes installing a 6" FL x FL or FL x MJ resilient wedge gate valve. Includes valve box, valve access riser, and locator wire. Payment shall be at the contract unit price, complete.

See *CONSTRUCTION DETAIL "VB_811".*

Bid Item 13, Install Dry Barrel Steamer Fire Hydrant: Includes installing a dry barrel steamer fire hydrant. Includes construction saw cutting and removal of existing paving, potholing during construction, excavation, thrust block, backfill, compaction, and temporary paving. Includes disinfection, bacteriological and hydrostatic pressure testing (150 PSI for two hours), and flushing. Payment shall be at the contract unit price, complete. Fire hydrant lateral piping to be installed and invoiced per the appropriate bid item.

See *CONSTRUCTION DETAIL "FH_612".*

Bid Item 14, Install 2" Blow-off Valve: Includes the installation of a 2" blow-off valve. Includes riser piping, valve box, insulated locator wire, non-detectable locator tape, thrust block, backfill, compaction, and temporary paving. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 4, Note 3.*

See *CONSTRUCTION DETAIL "BO_511", "TB_001", and "TREN_713SC".*

Bid Item 15, Install 1" Air/Vacuum Valve – Below Ground: Includes the installation of a 1" Type K hard copper water service and 1" air/vacuum valve – below ground. Installation to be via open-cut trenching to achieve proper grade. Includes reinforced concrete pad and protective enclosure. Includes saw cutting and removal of existing paving, potholing during construction, excavation, non-detectable locator tape, backfill, compaction, and temporary paving. Includes disinfection, bacteriological and hydrostatic

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pressure testing (150 PSI for two hours), and flushing. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAIL "AV_412"*.

Bid Item 16, Install 1" Metered Water Service: Includes the installation of a 1" polyethylene metered water service and meter as specified by open-cut trenching. Includes backfill, compaction, disinfection, and hydrostatic pressure testing (150 PSI for two hours). Includes construction saw cutting and removal of existing paving, potholing during construction, excavation, non-detectable locator tape, backfill, compaction, and temporary paving. Includes removing and reinstalling the existing water meter at the new location and removing the existing meter setter and meter box. Includes cutting, capping, and abandoning the existing water line. Includes locating of existing customer line and installation of pipe and fittings required to reconnect customer line. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 4, Note 11*.

See *CONSTRUCTION DETAILS "WS_100PE" and "TREN_723SC"*.

Bid Item 17, Install 1" Water Service with Curb Stop: Includes the installation of a 1" polyethylene water service as specified by open-cut trenching. Includes installation of a 1" curb stop and connecting to customer's existing 1" meter setter at the existing meter box with all brass fittings as required. Includes excavating and reinstalling the existing meter box to proper grade with new 2" x 6" pressure treated Douglas Fir supports and new/clean 3/4" crushed rock. Includes cutting, capping, and abandoning the existing water service. Includes backfill, compaction, disinfection, and hydrostatic pressure testing (150 PSI for two hours). Includes construction saw cutting and removal of existing paving, potholing during construction, and excavation, non-detectable locator tape, #10 insulated copper locator wire, backfill, compaction, and temporary paving. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAILS "WS_108PE", "WS_100PE", and "TREN_723SC"*.

Bid Item 18, Reconnect 1" Water Service at Main: Includes the reconnection of an existing 1" polyethylene water service at the location of the new water main as specified by excavating. Includes installation of a 1" saddle and 1" corp stop, construction saw cutting and removal of existing paving, potholing, and excavation, locator tape, reconnection of locator wire, backfill, compaction, and temporary paving. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAIL "TREN_723SC"*.

Bid Item 19, Remove Existing Tee and Valve(s): Includes removal of an existing tee and valve assembly, including valve boxes and risers. Includes plugging the abandoned water main with concrete. Includes proper disposal of the tee and valve(s). Includes excavation, backfill, and compaction. Remaining piping to be abandoned in place. Surface restoration to be included in other Bid Items, not here. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 5, Note 9*.

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Bid Item 20, Remove Existing Gate Valve: Includes removal of an existing flanged gate valve, including valve box and riser. Includes plugging the abandoned water main with concrete and placing a 4" blind flange with 2" threaded cut-out for use with the blow-off in bid item 14. Includes proper disposal of any ACP removed and delivery of removed valve to the CHWD inspector. Includes excavation, backfill, and compaction. Remaining piping to east to be abandoned in place. Surface restoration to be included in other Bid Items, not here. Payment shall be at the contract unit price per each unit, complete. See *PROJECT PLANS, Sheet 5, Note 9.*

Bid Item 21, Remove Existing Valve Box and Riser: Includes removal of an existing valve assembly, including valve box and riser. Includes plugging the abandoned water main with concrete. Includes proper disposal of the valve. Includes excavation, backfill, and compaction. Remaining piping to be abandoned in place. Surface restoration to be included in other Bid Items, not here. Payment shall be at the contract unit price per each unit, complete. See *PROJECT PLANS, Sheet 4, Note 12.*

Bid Item 22, 4" Max. Depth Asphaltic Concrete (AC) Paving Restoration: This work includes removal of temporary paving, surface preparation, subsurface compaction as necessary and installation of 1/2" aggregate Asphalt Concrete to a 4" Maximum depth (installed in 2" maximum lifts) in accordance with **County of Sacramento** Construction Specifications. Spoils from demolition shall be properly disposed of by the Contractor outside County right-of-way.

Final paving lift shall be applied using a paving finishing machine to provide an even surface with minor compaction. Hand raking of the final paving lift shall be minimal and only in areas where a paving finishing machine cannot be used. No disturbance of the paving shall be allowed until a pavement roller has adequately compacted the paving, and the paving has properly cooled. All paving not conforming to said specifications shall be removed and properly replaced by the Contractor at no cost to the District.

The contract unit price paid per square foot for 4" Asphaltic Concrete (AC) Paving Restoration shall include compensation for all labor, materials, tools, equipment, and incidentals and for doing all work involved in 4" Asphaltic Concrete Paving Restoration, including all pavement striping, lettering, and reflective buttons, complete in place, as shown on the plans, as specified in these specifications, and as directed by the District Inspector. Payment shall be based upon the quantity of paving restoration.

See *CONSTRUCTION DETAILS "TREN_713SC" and "TREN_723SC"*.
See *COUNTY OF SACRAMENTO "TRENCH SECTIONS, 4-64"*.

Bid Item 23, Concrete Restoration – Sidewalk or Curb/Gutter: This work includes construction and finish saw cutting, removal, subsurface re-compaction with 4" minimum 3/4" aggregate base compacted to 95%, and replacement with six-sack concrete mix, and finish to match existing. The replaced curb, gutter and sidewalk shall be constructed in

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conformance with **County of Sacramento** Construction Specifications. Spoils from demolition shall be properly disposed of by the Contractor outside County right of way.

The contract unit price paid per square foot for Concrete Restoration shall include compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved in Concrete Restoration, including furnishing and placing aggregate base material, complete in place, as shown on the plans, as specified in these specifications, and as directed by the **County of Sacramento** Inspector and District Inspector.
See SPECIAL PROVISIONS, Concrete Restoration.

Bid Item 24, Landscape Restoration – Lawn or Planter Area: This work consists of restoring customer's lawn or planter area to its original or better condition prior to water installation. Includes sod and decomposed granite removal and replacement or reinstallation, grading, mulching, irrigation and sprinkler systems, and a general site cleanup. Payment shall be at the contract price per each unit, complete.
See SPECIAL PROVISIONS, Landscape Restoration.

Bid Item 25, Install Type 2 Slurry Seal: This work consists of installing Type 2 Slurry Seal on the entire roadway surface as indicated on the Project Plans, including surface preparation as necessary in accordance with **County of Sacramento** Construction Specifications.

The contract unit price paid per square foot for Install Type 2 Slurry Seal shall include compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved in Install Type 2 Slurry Seal, complete in place, as shown on the plans, as specified in these specifications, and as directed by the District Inspector.
See SPECIAL PROVISIONS, Slurry Seal Type 2.

Bid Item 26, Remove and Wrap 4" Asbestos Cement Pipe (ACP) For Disposal: Includes removal of existing 4" ACP water main. Includes wrapping (with two layers) the piping using minimum six-mil (6-mil) clear plastic and placing a label between layers with the required asbestos disposal information, as described in the CHWD water notes. Includes delivering the wrapped pipe to the District Corp yard. Payment shall be at the contract unit price per each unit, complete.
See PROJECT PLANS, Sheet 4, Note 14 and Sheet 5, Note 11.

Bid Item 27, Remove, Smooth-Cut, and Wrap 4" Asbestos Cement Pipe (ACP) For Testing: Includes removal of a 12" to 18" section of existing 4" ACP water main. Includes creating a full circumference clean cut surface on both ends of the cut piece. Includes marking the in-situ top of pipe on the outside of the removed piece, away from the cut surface. Includes wrapping (with two layers) the piping using minimum six-mil (6-mil) clear plastic. Includes delivering the wrapped pipe to the District Corp yard. Payment shall be at the contract unit price per each unit, complete.
See PROJECT PLANS, Sheet 4, Note 15 and Sheet 5, Note 12.

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Bid Item 28, Install and Remove Temporary 2" Blow-off Valve and Tee Assembly:

Includes the installation of a 2" blow-off valve. Includes MJ cap, riser piping, valve box, thrust block, backfill, compaction, and temporary paving. Includes removing complete assembly and plugging main during tie-in at location. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 5, Note 13 and Detail "A"*.

See *CONSTRUCTION DETAIL "BO_511", "TB_001", and "TREN_713SC"*.

Bid Item 29, Brick Fence/Planter Section Removal and Restoration: This work consists of reconstructing the portion(s) of existing brick fence/planter that are removed or damaged during water main installation work. This includes, but is not limited to, replacing footings, brick (reused or new to match existing brick style), and mortar to like/kind condition. Payment shall be at the contract price per lump sum, complete.

See *PROJECT PLANS, Sheet 5, Note 14*.

5. ORDER OF WORK

The order of work outlined below is to minimize public inconvenience and water service interruptions. The Contractor is to submit a more detailed written schedule of the order of work based on this outline.

1. Obtain approvals of submittals for the following items: Discharge permit if required, materials, pipeline and appurtenances, backfill material design, asphalt mix design, concrete design mix, and Construction Schedule.
2. Order and coordinate delivery of material and equipment, and request location services from Underground Service Alert (USA). Telephone: 1-800-642-2444 or 811.
3. Perform 8" connection to existing 12" water main on east extent of project, at Donnowood Way and Drywood Way. Install new tee, 12" DIP pups, 8" x 3' DIP spool, 8" gate valve, and 8" DIP water main to facilitate step 4 below..
4. Install temporary 2" Blow-off valve and tee assembly; and reconnect the existing 4" ACP water main to repressurize the existing system and provide a blow-off for flushing and disinfection of the new water main.
See *ITEMS OF WORK, MEASUREMENT AND PAYMENT, Bid Item 14*.
See *CONSTRUCTION DETAILS, Construction Detail BO_511*.
5. Install new water mains, including fire hydrants and appurtenances, with temporary caps with 2" blow-offs at points of connection to the existing system. Obtain approval from the District for installation and then backfill excavation.
6. Install water services in accordance with the Plans and District General Specifications and Details. Obtain approval from the District for installation and

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then backfill excavation.

7. Install temporary 2" Construction Water Service(s) as required by the District Inspector to allow pressurization of the old system and the new system simultaneously.
See CONSTRUCTION DETAILS, Construction Detail WS_290.
8. Flush and hydrostatically test water mains and services. District performs bacteriological sampling.
9. Coordinate with District Inspector for connecting new water mains to existing water mains upon notification by District of satisfactory bacteriological sampling. Remove temporary blow-off and valve assembly during tie-in at east.
10. Connect all water services to customers' lines upon notification by District of satisfactory bacteriological sampling.
11. Abandon old facilities. All open ends of old facilities shall be concrete capped. All abandoned valve boxes shall be removed.
12. Restore sites to pre-construction conditions as required and obtain approval from the District and the **County of Sacramento**. Restore brick fence/planter at tie-in point on Drywood Way.

6. BACTERIOLOGICAL TESTING PROCEDURE AND TIMETABLE

Before project construction begins:

1. CHWD Water Quality personnel shall sample for both Coliform (Presence/Absence) and Heterotrophic Plate Count (HPC) on mains adjacent to the project. (SimPlate may be substituted for HPC)

During project:

2. CHWD Project Management personnel will provide a 24-hour notice to the Regional Water Quality Control Board for all flushing events.
3. The newly constructed mains shall be filled by the contractor and purged to remove any trapped air using the District-approved and tested backflow prevention device. All best management practices shall be followed to ensure no sediment or chlorine reaches any drain inlet or creek.
4. The newly constructed mains shall pass the District pressure check requirements.

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5. The mains shall be chlorinated at 100 ppm for a minimum of 24 hours by the contractor using an approved chlorination specialist.
6. The chlorine concentration shall be checked after 24 hours and a minimum residual of 25 ppm must be present throughout the new mains.
7. The mains shall be flushed by the contractor until the chlorine concentration matches the normal system residual. All best management practices shall be followed to insure no sediment or chlorine reaches any drain inlet or creek.
8. CHWD Project Management personnel shall submit a sampling plan to the Operations Manager for approval.
9. CHWD Water Quality personnel, when practical, will collect Coliform and HPC samples according to the approved sampling plan. The sampling schedule will be submitted to the Operations Manager and the Water Quality Supervisor with at least a 24-hour notice.
10. Samples shall be taken for both Coliform and Heterotrophic Plate Count (HPC) at 24 and 48 hour intervals after completion of flushing.
11. CHWD Project Management personnel shall submit negative sample documentation to Operations Manager for acceptance prior to the any connections to the CHWD distribution system. Sample result documentation generally takes 3-5 business days after samples are delivered to lab.
12. CHWD Water Quality personnel will sample mains downstream of project for Coliform and HPC after the new main is connected to the CHWD distribution system.

The Contractor shall allow 8-10 business days for the Disinfection/Sampling Procedure prior to any connection to the District's distribution system. Larger systems will require additional time for chlorination and flushing. Bacteriological samples shall only be collected between 8:00am and 2:00pm Monday through Thursday. Any positive results on any sample taken shall require a repeat of the Disinfection/Sampling Procedure until all samples test negative. HPC samples require a plate count of less than 500 on any sample taken.

1. DAY 1 - Chlorinate new mains to 100 PPM and complete to allow flushing time on following day.

---24-hour chlorine detention period---
2. DAY 2 - Flush new mains to normal residual and complete before 2:00pm. (Similar to system residual)

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---24-hour sampling detention period---

3. DAY 3 - Obtain first Coliform and HPC samples before 2:00pm.

---24-hour sampling detention Period---

4. DAY 4 - Obtain second Coliform and HPC samples before 2:00pm.

---3 to 5 business days for laboratory testing and review---

5. DAY 7-9 - Sample documentation provided to Operations Manager and customer notification of shut-down

---24-hour notification period---

6. DAY 8-10 - Connection to CHWD distribution system only after clearance from Operations Manager is received.

7. EXCAVATION AND POTHOLING

Prior to beginning any excavation, the Contractor shall call Underground Service Alert (USA) (800) 642-2444 or 811, at least two (2) working days in advance, to arrange for utility location. The Contractor shall be responsible for the location and protection of all existing utilities. **The Contractor shall expose and verify locations and elevations of existing utilities prior to construction as specified in the plans and specifications. The types, locations, sizes and/or depths of the existing underground utilities as shown on the plans were obtained from sources of varying reliability. The Contractor is cautioned that only actual excavation will reveal the types, extent, sizes, location, and depths of such underground utilities. If a utility is damaged, the Contractor shall contact the utility company immediately for repair.** The Contractor shall pay all costs for such repair if said damage is determined to be the responsibility of the Contractor. The Contractor shall receive no additional compensation for removing and reinstalling any pipe or appurtenances due to a lack of proper advance potholing.

Removal of soil, concrete, asphalt and other existing improvements shall be considered as excavation. Excavation shall also include exploration and/or "Potholing" to determine the location of existing underground facilities and obstructions, and shall be considered as a normal part of this work.

The Contractor shall immediately advise the District of inaccurate pothole data or any other pothole data which presents a conflict to the proposed water main alignment. The District shall provide direction in advance of any water main installation to resolve the conflict.

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The District assumes no responsibility for the accuracy of utility markings other than water mains and appurtenances. Should the Contractor fail to locate any utility, the Contractor shall be solely responsible for contacting that utility to schedule a re-mark. The Contractor is advised that the District assumes no responsibility for additional costs for further excavation to locate a non-water related utility.

Furthermore, should the Contractor choose to abandon all attempts to locate a utility, the Contractor is hereby advised that they are proceeding with water main installation at their own risk. The District will not provide any written waiver of the requirement to locate in such case. Should the Contractor later encounter the utility during trenching operations, the District assumes no responsibility for cost of realignment of the new water main or repair for damage to the utility.

8. REMOVAL, RELOCATION OR PROTECTION OF EXISTING UTILITIES

In accordance with the provisions of Section 4215 of the California Government Code, any contract to which a public agency, as defined in Section 4402, is a party, the public agency shall assume the responsibility, between the parties to the contract, for the timely removal, relocation, or protection of existing main or trunk-line utility facilities located on the site of any construction project that is a subject of the contract, if such utilities are not identified by the public agency in the Project Plans and general specifications made a part of the Notice Inviting Bids. The agency shall compensate the Contractor for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and general specifications with reasonable accuracy, and for equipment on the Project necessarily idled during such work.

The Contractor shall not be assessed liquidated damages for delay in completion of the Project, when such delay was caused by the failure of the public agency or the owner of the utility to provide for removal or relocation of such utility facilities.

Nothing herein shall be deemed to require the public agency to indicate the presence of existing service laterals or appurtenances when the presence of such utilities on the site of the construction project can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the site or construction; provided, however, nothing herein shall relieve the public agency from identifying main or trunk lines in the Project Plans and specifications.

If the Contractor, while performing the Contract, discovers utility facilities not identified by the public agency in the contract Documents it shall immediately notify the public agency and utility in writing.

The public utility, where they are the owners, shall have the sole discretion to perform such repairs or relocation work or permit the Contractor to do such repairs or relocation work at a negotiated price.

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The Contractor shall cooperate fully with all utility forces of the District or forces of other public or private agencies engaged in the relocation, altering, or otherwise rearranging of any facilities which interfere with the progress of the work, and shall schedule the work so as to minimize interference with said relocation, altering, or other rearranging of facilities.

9. HOURS OF WORK

The Contractor shall schedule all work activities per the Encroachment Permits (**This shall include private roadways**), Monday through Friday, with Saturdays, Sundays, and District Holidays being excluded. The Contractor shall indicate the need for non-normal work hours in the various schedules submitted during the progress of the Project.

Overtime work shall not entitle the Contractor to any compensation for any contract item in addition to that stipulated in the contract for the kind of work performed. In case of extra work ordered by the District, no additional payment shall be made to the Contractor because of the payment by him of overtime wage rates for such work, unless the use of overtime work in connection with such extra work is specifically ordered in writing by the District, and then only to such extent as extra payment is regularly being made by the Contractor to his personnel for overtime work of a similar nature in the same locality.

If, due to Contractor negligence, the District is called out after hours to restore water service, the Contractor shall be back-charged at a rate of \$75 per hour per District employee for said restoration. All such charges shall be documented by the District and deducted by the District from retention monies due the Contractor.

10. MATERIAL SUBMITTALS

The Contractor shall submit the following items for District approval prior to the beginning of the Project:

Submittal List

<u>Item Description</u>	<u>Submittal Summary</u>
Pipe, Valves and Fittings	Product Data Sheets or other information
Service Materials	Product Data Sheets or other information
Valve Boxes and Lids	Product Data Sheets
Sand	Gradation and Material Certification
Import Backfill	Gradation and Material Certification
Asphalt Mix Design	Mix Design
Concrete Mix Design	Mix Design
Chlorination Specialist	Applicable State Contractors License Number
Asbestos Cement Pipe	Applicable Asbestos Training Certificate (when required)

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11. VARIATIONS FROM PLANS AND SPECIFICATIONS OR OTHER CONTRACT DOCUMENTS

Any portions of the work, which do not conform to the General Specifications, Special Provisions, Construction Details, Map and Project Plans, or other Contract Documents, shall be clearly identified by the Contractor in a written letter noting such variation. In the event of a conflict between the General Specifications and Special Provisions, the Special Provisions shall prevail.

The District reserves the right to make such modifications or alterations, reductions or omissions, extra or additional work to the General Specifications and Contract Documents, including the right to increase or decrease the quantity of any item or portion of the work or to omit any item or portion of the work, as may be deemed by the District as necessary or advisable, and to require such extra work as may be determined by the District to be required for the proper completion or construction of the whole work contemplated. All charges shall be considered a part hereof and subject to each and all of its terms and requirements.

Increases or decreases in the quantities shown in the bid schedule, regardless of the magnitude of the change, the percentage change from the bid schedule quantity or the elimination of a contract item of work does not constitute a change requiring a change order, a change in the scope of the work, or a change in the character of the work. Contractor shall be paid the unit price quoted in the Proposal for Construction Services for the actual quantities used.

No change or deviation from the Contract Documents or General Specifications shall be made by the Contractor without written authorization from the District setting forth a complete description of the change.

12. CALIFORNIA CONTRACTOR'S LICENSE CLASSIFICATION

In accordance with the provisions of California Public Contract Code Section 3300, the District has determined that the Contractor must possess a valid California State Class A - General Engineering Contractor Contractor's License at the time that the Contract is awarded and throughout the Contract's duration. Failure to possess the specified license shall render the bid as non-responsive, and shall act as a bar to award the Contract to any bidder not possessing said license at the time of award.

13. SUBCONTRACT DOCUMENTS

Subcontractor(s) shall possess a valid California State Contractor's License as applicable to the work performed. All subcontracts shall include provisions that the Contract between the District and Contractor is part of the subcontract, and that all terms and provisions of said Contract are incorporated in the subcontract. Copies of the subcontract shall be made available to the District upon written request and shall be provided to the

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District at the time any litigation is filed against the District concerning the Project. The Contractor shall pay subcontractor(s) for completed work within thirty (30) days of receipt of payment from the District.

14. PERMIT FOR CONSTRUCTION WATER

A Construction Water Permit, a fire hydrant meter, and a fire hydrant meter deposit is required for use of any District fire hydrant(s). The construction water fees are waived for the duration of the Contract and shall entitle the Contractor access to and reasonable use of water from assigned fire hydrants connected to the District's water distribution system.

15. SAFETY AND HEALTH PROVISIONS

Fixed or portable chemical toilets, properly obscured from public observance, shall be provided for the use of the employees of the Contractor. Toilets at the site shall conform with OSHA Safety and Health Standards for Construction. Toilets shall be serviced daily and shall be removed from the work site on Saturdays, Sundays, and District Holidays unless work is authorized for those days.

16. INJURY AND ILLNESS PREVENTION/HAZARD COMMUNICATION

The Contractor shall maintain written "Injury and Illness Prevention," "Confined Space Entry," and "Hazard Communications" programs and shall provide the District with documentation of same prior to the execution of the Agreement for Construction Services.

17. PRE-CONSTRUCTION CONFERENCE

A Pre-construction Conference shall be held at the office of the Project Manager (Citrus Heights Water District, 6230 Sylvan Road, Citrus Heights, CA 95610) for the purpose of discussing with the Contractor the Scope of Work, General Specifications, existing conditions, submittals, materials, construction equipment, and other essential matters relating to the satisfactory completion of the work. This conference shall be held prior to the issuance of the Notice to Proceed. The Contractor's representatives shall include the Competent Person, Project on-Site Superintendent, other primary superintendents and may also include representative's subcontractors, service providers and material suppliers if any.

18. PROJECT MEETINGS

The Contractor, the District Inspector, and Project Manager shall establish a routine meeting schedule throughout the course of the Project to discuss progress, changes, questions, and to update the Project Schedule. Meetings shall occur at two week intervals or more frequently if needed.

19. CONSTRUCTION SCHEDULE

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A Construction Schedule shall be prepared and submitted by the Contractor to the District for review and approval prior to the issuance of the Notice to Proceed. Biweekly updates shall be provided thereafter and until completion of the project. Full compensation for preparing the Construction Schedule and biweekly updates thereto shall be considered as included in the contract prices paid for the various items of work, and no additional payment will be allowed therefor.

20. EMERGENT MATTERS AFTER HOURS

Matters requiring an emergent response after working hours include but are not limited to public safety and the protection of private property, such as; degradation of temporary paving, unsafe traffic plates, leaking piping, customers without water service, violations of storm water pollution prevention implementation and unsafe construction. The Contractor is advised that the District has the authority to determine what matters shall constitute an emergency, and the Contractor shall respond to all such emergencies until measures have been taken to remedy the matter to the District's satisfaction.

21. EMERGENCY CONTACT AND CONTRACTOR RESPONSE

Prior to commencement of the Project, the Contractor shall designate a competent person to be responsible for responding to emergencies during non-work hours resulting from the Contractor's work. Said person shall be available at all hours and shall be housed near the Project site. The maximum allowable response time shall be 30-minutes as determined by MapQuest. The District shall be provided with a cellular telephone number and other relevant contact information for said designated competent person. The Contractor is solely responsible for informing the District of any changes in designation of the responsible person or contact information during the course of the Project.

22. TRENCH AND EXCAVATION COMPETENT PERSON ASSIGNMENT AND RESPONSIBILITIES

The Contractor is hereby notified that a Trench and Excavation Competent Person shall be assigned to the Project at all times and shall be present on the Project during any and all work periods as specified in the Competent Person Assignment Form (see following page). The Trench and Excavation Competent Person shall be present at the Pre-Construction Conference and shall complete and sign this Form during the Conference. Should substitution of the assigned Trench and Excavation Competent Person be required, a new form shall be completed prior to initiating or continuing any work period, and that substituted Trench and Excavation Competent Person shall assume all responsibilities of the title.

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Trench and Excavation “Competent Person” Assignment

PROJECT NAME: _____

(Name of individual) _____
has been designated a “Competent Person” for Trenching & Excavation Operations by

(Name of employer) _____
based on the individual’s training, experience and demonstrated skills in the following:

1. Knowledge of Cal-OSHA Code of Regulations, Title 8, Article 6 Excavations (Section 1539-1547)
2. Soil classification
3. Use of protective systems and safe access to and from all work levels or surfaces

As such, the individual has the ability to detect:

1. Conditions that could result in cave-ins
2. Failures in protective systems
3. Potential hazardous atmospheres
4. Other hazards including those associated with confined spaces, and has
5. The authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

Inspections shall be made by the Competent Person and must be documented. The following specifies the frequency and conditions requiring inspections:

1. Daily and before the start of each shift
2. As dictated by the work being done in the trench
3. After every rainstorm or other events that could increase hazards, e.g. rain event, wind storm, thaw, earthquake, etc.
4. When fissures, tension cracks, sloughing, undercutting, water seepage, bulging of the trench, a change in soil types or other similar conditions that occur
5. When there is a change in the size, location, or placement of the spoil pile nearest the excavation
6. When there is any indication of change or movement in protective systems or adjacent structures

Designated by:

Signature: _____ Date _____

Name _____ Title _____

Signature of individual assigned as Competent Person: Title _____ Date _____

Office telephone number: () _____ Cellular number: () _____

After-hours telephone: () _____ Pager number: () _____

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**DONNAWOOD WAY
WATER MAIN PROJECT
C25-103**

1. Traffic Control Requirements

The following traffic control requirements shall be adhered to as a basis for bidding purposes. The County of Sacramento (County) shall provide the traffic control requirements upon submittal of the encroachment permit by the contractor. Adjustments may be required in the field for the purposes of installing the water main and appurtenances.

Per the County Encroachment Permit: *Construction traffic controls shall be provided in conformance with the Sacramento County Department of Transportation Traffic Control Templates. These templates can be obtained through the Department website at <http://www.sacdot.com/Pages/TrafficControlPlansandDetourPlans.aspx>*

DRIVEWAY ACCESS: The Contractor shall allow driveway access (ingress and egress) for all residential properties within the temporary traffic control zone unless special arrangements are approved by the property owner and the County.

PEDESTRIAN ACCESS: All temporary traffic controls shall incorporate measures to ensure full and safe access for pedestrians and shall be in full compliance with the Americans with Disabilities Act (ADA) and Title 24 of the California Code. Submittal of separate pedestrian signage and routing plans may be required by the County to ensure compliance with access requirements.

BICYCLE ACCESS: When the road shoulder or designated bike lane is blocked by work zone or temporary traffic control measures, temporary traffic controls shall be incorporated to provide safe passage for bicyclists through the work zone. "Share the Road" signs shall be placed at the beginning of the taper or closure and a minimum lane width of 12 feet shall be maintained in the lane shared by bicycles.

2. U.S.A. Markings and Tire Markings

The Contractor shall be responsible for removal of all U.S.A. markings and tire markings from construction equipment via power-washing or other approved method at no additional expense to the District.

3. Damage to Pavement and Concrete

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The Contractor shall provide all necessary protection to existing pavement and concrete so as to avoid scraping, gouging, imprinting, cracking edges or otherwise causing damage during the entire Project. The Contractor shall exercise caution to avoid damaging pavement along the edge of pavement where the water main is to be installed on the shoulder of the roadway. The District Inspector or the County shall direct the contractor to repair any damage as deemed necessary. The Contractor shall repair said damage using methods required by the Inspector or shall agree to an alternative method in advance of said repairs. All costs of repairs to existing pavement and concrete due to damage caused by the Contractor shall be solely the responsibility of the Contractor.

4. Storage of Equipment and Materials

Storage of equipment and materials on the properties shall not be permitted without the written permission of the property owner. The Contractor shall contact the County to determine if any use permits are required and obtain same, if required, at no additional expense to the District.

Storage of equipment and materials within the County right-of-way shall require coordination with the District Inspector and the County Encroachment Inspectors. Requirements of the Encroachment Permit shall prevail.

5. Minimum Cover

Minimum cover on all main lines shall be 36" below finish grade unless otherwise shown on the plans or specifically approved by the District Inspector. Minimum cover on all service lines shall be 24" below finish grade unless otherwise specifically approved by the District Inspector. For the purposes of this contract "finish grade" shall be the grade of the completed trench, including restored surfaces. The restored surfaces shall match existing grade.

6. Backfill, Compaction, and Compaction Testing

Lawn, Planter, and Other Non-traffic Locations: Backfill around service piping, valves and fittings shall be #2 washed sand to a minimum of 3" below and 9" above. Backfill around water mains and service saddles shall be #2 washed sand to a minimum of 6" below and 12" above. Remaining backfill shall be 100% ¾" crushed rock to the bottom of the meter box. Above this level, backfill shall be native soil at optimum moisture content, placed in 3" lifts and hand-compacted to 90% minimum.

Roadway, Driveway, and Traffic Locations: Backfill around service piping, valves and fittings shall be #2 washed sand to a minimum of 3" below and 9" above. Backfill around water mains and service saddles shall be #2 washed sand to a minimum of 6" below and 12" above.

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Proper haunching of the pipe shall be achieved by hand shovel slicing sand under the haunches of the pipe. With the pipe in place, the first lift of sand shall not exceed the springline of the pipe. No additional sand shall be added until the entire section of pipe has been properly haunched.

Compaction in the sanded pipe zone shall be 90% minimum. Remaining backfill shall be 100% $\frac{3}{4}$ " crushed rock to the bottom of the meter box. Above this level, the remaining trench backfill shall be 100% import $\frac{3}{4}$ " aggregate base compacted to 95% minimum.

Compaction at all paved locations shall be 95% minimum. Compaction at all other locations shall be 90% minimum unless otherwise specified by the District Inspector.

Initial compaction testing shall be performed at the discretion and expense of the District. Backfill not meeting compaction specifications shall be corrected by the Contractor at no additional expense to the District. Follow-up compaction testing shall be performed by the District at the expense of the Contractor. No extra time or payment shall be provided due to work delays for these tests.

Any surface settlement during the guarantee period shall be the responsibility of the Contractor.

7. Thrust Blocks

Thrust blocks shall be constructed of Type II six-sack Portland cement. Concrete shall conform to either the 1" or 1 $\frac{1}{2}$ " gradation at the option of the Contractor, unless otherwise specified in these Specifications or as required by the District Inspector. No backfill material shall be compacted above thrust blocks prior to a 24-hour period.

Trailers with "buggies" shall not be used to haul concrete. Concrete shall be hauled in cement mixing trucks or trailers only and shall be mechanically mixed at the site prior to placement.

8. Temporary Trench Restoration

Temporary paving (asphalt plant-mix cutback) shall be placed at locations and maintained at locations wherever excavation is made through pavement, sidewalk or driveways, as shown on the Project Plans, or as directed by the District. Temporary paving shall be placed as soon as the condition of the backfill is suitable to receive it and shall remain in place until the condition of the backfill is suitable for permanent resurfacing. Thickness of the temporary paving shall be one and one-half inches (1- $\frac{1}{2}$ ") unless otherwise shown on the Project Plans. Temporary paving shall be maintained at the same elevation as the existing surrounding surfaces until the permanent surfacing is placed. Temporary paving

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shall be placed using a hand powered compaction device.

Trench plates and their installation shall comply with the Encroachment Permit. Trench plates shall be pinned prior to subjecting them to public traffic. The edges of the trench plates shall be lined with temporary paving wedges. The 2" Construction Water Service (See Exhibit G, Construction Detail WS_290) and all temporary blow-offs shall be plumbed below the roadway surface and installed in traffic-rated valve boxes for the duration of the Project.

9. Service Valve Locations and Meter Installations

The Contractor shall advise the on-site property owner/tenant of water turn-off in writing 24 hours in advance and verbally after restoration of water service.

Unless as stated below, the meter and meter boxes shall be centered over the meter setter and shall typically be placed longitudinally perpendicular to the sidewalk.

The Contractor shall locate meters and meter boxes away from drainage swales and gutters whenever possible. The Contractor shall locate meters and meter boxes entirely within the landscape or lawn area whenever possible. If location in the landscape or lawn area is not possible, it shall be placed entirely in the sidewalk, driveway or paved area.

The Contractor shall be responsible daily for the removal and proper disposal of all landscaping, concrete, and excess native soil from the work zone. Temporary cold mix asphalt patches shall be required for concrete excavations that create a safety hazard or maintenance problem. All concrete replacement required by the Project installation shall be the responsibility of the Contractor. The Contractor shall replace all concrete driveways, curbs, gutters, and sidewalks and landscaping to its original condition within thirty (30) calendar days of removal.

10. Connection to Existing Services

The Contractor shall install all piping, meter setters, and fittings. The Contractor shall connect copper, brass, or PVC (Schedule 40 with Schedule 80 fittings) line to the customer's supply line as indicated on the Project Plans.

The Contractor shall connect to existing services using the appropriate adapter, bushing or reducer. When connecting to existing galvanized services the Contractor shall use only the Smith-Blair 411 metal couplings or equal as approved by the District. No Flow-Control PVC Schedule 40 couplings shall be allowed for connecting to any type of existing service. Note that the existing service size is not necessarily the same size as the meter setter and/or meter being installed. No direct metal connection shall exist between customer and District lines. No polyvinylchloride (PVC) pipe and fittings shall be used on

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the District side of the meter.

11. Flushing Service Lines

The Contractor shall be responsible for the thorough flushing of all water service line installations through an outside hose bib immediately following service connection with a meter idler in place to prevent a water consumption charge to the property owner. It shall be the Contractor's responsibility to investigate and resolve complaints regarding low flow, plugged lines, etc. which ensue after working on any water service.

12. Bronze Service Saddles

Water Service Saddles used in the course of the Project are to be bronze with an iron pipe thread (IPT) outlet. Saddles for ACP are to be of the double strap bronze variety. Saddles for PVC pipe and DIP pipe are to be full support, two-piece for PVC pipe and DIP pipe. All nuts and bolts are to be bronze. Saddles shall be Mueller, Jones, Ford, or equal.

13. Corporation Stops and Ball Valves

Corporation stops and ball valves used in the course of this Project shall have an iron pipe thread connection on one end and a Mueller 110 compression connection or equal on the other end.

14. Brass Fittings

Brass valves and fittings used in the course of this Project shall meet the requirements of the State of California and not exceed 0.25% lead content.

15. Compression Couplings

Compression Couplings used in the course of this Project shall have Mueller 110 compression connections or equal.

16. Polyvinylchloride (PVC) Pipe and Fittings for Service Reconnections

PVC Pipe used in the course of this Project for domestic service reconnections shall be a minimum of Schedule 40. All PVC fittings shall be Schedule 80. When connecting to existing galvanized services the Contractor shall use only the Smith-Blair 411 metal couplings or equal as approved by the District. No Flow-Control PVC Schedule 40 couplings shall be allowed for connecting to any type of existing service.

Approved plastic pipe cement shall be WET 'R DRY PVC 2725 Blue. Medium Bodied.

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Approved plastic pipe primer shall be WET 'R DRY PVC P-75 Aqua Blue Primer used to connect the pipe and fittings.

17. Resilient Wedge Gate Valves

The resilient wedge gate valves shall fully comply with the latest revision of AWWA C509, and shall also be UL listed and FM approved. The valves shall be tested and certified to ANSI/NSF 61.

The valve shall have a 250 PSIG working pressure.

The valve type shall be NRS (non-rising stem).

The valve shall have an arrow cast on the operating nut or handwheel showing opening direction. The direction of opening shall be counterclockwise (left).

The NRS valves shall be provided with a 2" square operating nut. The bolt that attaches the operating nut to the stem shall be recessed into the operating nut so as not to interfere with valve wrench operation.

The valve body, bonnet, stuffing box, and disc shall be composed of ASTM A-126 Class B grey iron or ASTM A395 or A536 ductile iron. The body and bonnet shall also adhere to the minimum wall thickness as set forth in Table 2, section 4.3.1 of AWWA C509. Wall thickness less than those in Table 2 are not acceptable.

The valve disc and guide lugs must be fully (100%) encapsulated in SBR ASTM D2000 rubber material. The peel strength shall not be less than 75 pounds per inch.

The valves shall have all internal and external ferrous surfaces coated with a fusion bonded thermosetting powder epoxy coating of ten (10) mils nominal thickness. The coating shall conform to AWWA C550.

18. Chlorination and Flushing

The Contractor shall use a licensed Chlorination Specialist for the process of introducing a chlorine solution into the new water system. Said specialist shall maintain an Active C36 (Plumbing) and C55 (Water Conditioning) license with the California State Licensing Board.

Chlorine shall be introduced into the system at a minimum of 50 PPM and a maximum of 100 PPM. The Inspector shall be provided with proof of uniform chlorination throughout

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the system within the stated range using an approved test procedure. All requirements of American Water Works Association standard C651-05 (Disinfecting Water Mains) shall be followed.

Chlorinated water shall be properly disposed of using dechlorination procedures outlined in American Water Works Association standard C651-05 (Disinfecting Water Mains) and shall comply with all regulations. The Inspector shall be provided with proof of uniform dechlorination at a minimum of 10 minute intervals during disposal using an approved test procedure. Dechlorination shall be maintained at 0.0 PPM at all times during any disposal of any water into a drainage system.

19. Sprinklers

The properties may have underground sprinkler systems. It is the Contractor's responsibility to locate the system piping, and if disturbed, repair or replace it to its original condition at no cost to the District or property owner. Sprinkler system repairs and reconnections shall be made using Schedule 40 PVC pipe w/Schedule 40 fittings or better. Full compensation for restoration of existing sprinkler systems shall be considered as included in the contract unit prices paid for the various items of work, and no additional payment will be allowed therefor.

20. Concrete Restoration

◆ **Materials**

Class A-2 Concrete – Shall contain six (6) sacks (564 pounds) of Portland cement per cubic yard and shall have a maximum size of course aggregate of three-quarter inch (3/4")

Concrete shall be hauled in cement mixing trucks or a trailer mounted barrel mixer only and shall be mechanically mixed at the site prior to placement. All ingredients are to be thoroughly intermingled during mixing, and all aggregate particles are to be completely coated with cement paste.

Note: Transporting or use of concrete in non-mixing trucks or trailers ("buggies") is not permitted.

◆ **Installation**

All new concrete shall be installed within thirty (30) calendar days of removal. All concrete construction shall conform to existing finishes. Thickness shall be 4" minimum and 6" maximum. Temporary "cut-back"

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asphalt shall be placed in sidewalks and other pedestrian traffic areas, until the final restored concrete can be placed.

Restored concrete surfaces shall be installed per County Construction Specifications.

Doweling and restored concrete surfaces shall comply with County Specifications as required.

◆ **Saw-cutting**

Double saw cutting is required for all locations in the concrete. An initial construction saw-cut is required to facilitate the locating and excavating of existing water distribution facilities or other utilities and to permit the installation of the proposed facilities. After facility installation, backfill and compaction, a second final saw-cut 6" beyond the excavation is required immediately prior to restoration of the surface. Saw cutting to the nearest expansion or control joint is required if within 18" of a proposed facility or at the direction of the District. Saw cut shall be for full depth of the slab. Edges remaining after removal shall be square, uniform, and with no chips or spalling.

◆ **Placement**

Replaced portions of concrete shall be finished to match existing surfaces.

◆ **Vandalism**

Contractor shall take all reasonable precautions to protect wet concrete from damage or vandalism.

21. Landscape Restoration

Landscape restoration work shall be performed by the Contractor. If the Contractor is unable to satisfactorily restore the landscaping, a Landscape Contractor shall be retained. The Landscape Contractor to be used shall be provided in Exhibit A, List of Subcontractors if work exceeds one percent (1.00%) of total amount of bid.

Provide all labor, materials, services and equipment necessary to complete all landscape restoration work, including but not limited to the following:

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1. Sod removal and replacement
2. Ground Cover removal and replacement
3. Shrub removal and replacement
4. Pruning
5. Grading
6. Mulching – Shredded Bark
7. Weed Retardant Fabric replacement
8. Cleanup
9. Restoration of Sprinkler Systems

◆ **Sod Removal and Replacement**

All lawn areas disturbed by the work shall be re-sod according to the following procedures: The grass shall be cut to a height of 2". The sod shall be removed with an appropriate tool, cutting a minimum of 1 1/2" below the surface of the soil. The sod shall be stockpiled and maintained in a healthy condition, and shall be replaced within three (3) days of the time it was cut.

If the sod removed is not healthy when it is to be relayed, it shall be replaced with new sod. New sod shall be installed when and where required, within fourteen (14) days of the completion of the trench or excavation. It shall be the responsibility of the Contractor to notify the property occupant in writing to water the newly replaced sod on a regular basis as required.

Areas to be planted shall be cultivated until the soil is mixed thoroughly and in a loose and fine textured condition. The top 2" shall be cleared of all stones, stumps, dirt clods, debris, etcetera, larger than 1/4" in diameter, that are brought to the surface as a result of cultivation.

◆ **Ground Cover Removal and Replacement**

Ground cover disturbance shall be kept to a minimum and removal confined to an immediate area of required excavation. Replacement shall be with healthy new plant material of a like variety, installed in conformance with the recommendations of the Sunset Western Garden Book.

New ground cover shall be installed where required within fourteen (14) days of completion of the trench or excavation. It shall be the Contractor's responsibility to notify the property occupant in writing to water the newly replaced ground on a regular basis as required.

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◆ **Shrub Removal and Replacement**

Any shrubbery, which must be removed, as directed by the District, shall be removed by the Contractor so as not to damage it. If any damage is done to the shrubbery, the Contractor at no cost to the District or property owner shall replace it. Replacement shrubs shall be 5-gallon minimum size and shall match the size of the removed shrub.

◆ **Pruning**

Pruning of any shrubbery or trees shall be conducted under the direction of the District and follow sound horticultural practice. Pruning shall be limited to the minimum necessary to provide access to work, to remove injured twigs and branches and to compensate for loss of roots during a transplant.

◆ **Grading**

Planting beds shall be graded to drain with uniform levels or slopes between finished elevations and existing elevations.

Remove debris, roots, stones, etcetera, in excess of 2" in size.

Fine grade all planting areas to a smooth, loose, and a uniform surface.

◆ **Mulching**

The Contractor shall replace mulch that has been disturbed by the operation. Minimum depth of mulch will be 2".

◆ **Weed Retardant Fabric Replacement**

The Contractor shall replace fabric used to retard weed growth that has been disturbed by the operation. The replaced fabric shall be of similar quality and character of the existing fabric disturbed.

◆ **Cleanup**

Any excess soil, imported fill, prunes, or other debris shall be removed daily from the work zone and disposed of in a lawful manner at the Contractor's expense.

◆ **Guarantee and Replacement**

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All plant material and sod installed, new or reused, under this Contract shall be guaranteed for thirty (30) days from time of installation against any and all poor, inadequate, or inferior materials and/or workmanship or improper maintenance, as determined by the District.

22. Maintaining Traffic, Public Convenience and Safety

The Contractor shall be responsible for the safety of traffic within the Project limits and on the approaches to the Project. The Contractor shall be responsible for maintaining local property access and access to the existing public cross-streets within the limits of this contract. The Contractor shall provide adequate steel plating to protect driveways and provide access to properties.

Temporary paving shall be used when trenching occurs across a driveway. The Contractor shall make a reasonable effort to reduce durations of the driveway closures by scheduling and coordinating work accordingly.

The Contractor shall provide 72 hour advance notification to the occupants of property to which the existing access or frontage parking will be closed for a period of time exceeding two (2) hours. Notification will be by written notice placed on or near the building entrance or the property access point to be closed. The Contractor shall be responsible for making access available into the existing driveways at any time during their work day to emergency type vehicles such as fire, ambulance, police, and etcetera.

Personal vehicles of the Contractor's employees shall not be parked within the right of way.

Minor deviations from the requirements of this section concerning hours of work which do not significantly change the cost of the work may be permitted upon the written request of the Contractor if in the opinion of the District Inspector, public traffic and convenience will be better served and the work expedited. These deviations shall not be adopted by the Contractor until the County and District have approved them in writing.

Pedestrian access facilities shall be provided through construction areas within the right-of-way as specified herein. Access shall be American's with Disabilities Act (ADA) compliant. Pedestrian walkways shall be provided with surfacing of asphalt concrete, Portland cement concrete or timber. Surface shall be skid resistant and free of irregularities.

Paved pedestrian access to sidewalks and signals and signal push buttons shall be maintained during all stages of construction. Walkways shall be maintained in good condition by the Contractor. Walkways shall be kept clear of obstructions.

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Full compensation for providing said pedestrian facilities shall be considered as included in the prices paid for the various contract items of work involved and no additional compensation will be allowed therefor.

Any closure or detour of pedestrian access for Contractor's convenience shall be approved in writing by County and District prior to scheduling work in the area under question. Any request for temporary closure or detour of pedestrians shall be made in writing and include plans and information showing requested duration, days of the week, routes, signing and safety measures. Approval or rejection of requests will be at the sole discretion of the County and District. Additional signing and safety measures for pedestrians approved as part of a pedestrian access modification shall be considered as included in the prices paid for the various contract items of work involved and no additional payment shall be made therefor.

23. Public Notification

The District will be responsible for notifying the public, local residents, local businesses, local public, Regional Transit Route Scheduling Unit, local law enforcement agencies, local fire districts, local public and private ambulance and paramedic service providers, local utility companies and any other persons or agencies affected by this Project. The District will be responsible for coordinating with the Contractor to ensure the proper timing and information is provided to the public.

24. Construction Layout and Staking

The District will provide construction staking for the water line as described below:

- Offset stakes will be provided at 50 foot intervals along waterline, grade breaks and two stakes will be placed at each waterline angle point along the route. Offset stakes will provide centerline of the water main and cut elevation to flowline of pipe.
- Staking Waterline Tees or Service Laterals
- Staking Water Meters or other waterline appurtenances

The following staking items will not be provided by the District:

- Staking Saw Cut Line
- Staking Construction Area Signs
- Traffic control except as noted below

Contractor Responsibilities:

**SECTION 01000
SPECIAL PROVISIONS**

SECTION 01000
SPECIAL PROVISIONS

- Discuss scheduling of staking needs for Contractor operations and time estimates of staking operations with the District Inspector. Staking needs shall be included on the biweekly schedule updates.
- Request construction stakes a minimum of three (3) working days in advance of starting an operation that will use the stakes (i.e. if stakes are to be used Thursday, the staking request shall be submitted on Monday). Weekends and holidays are not considered working days.
- Submit suitable requests for construction stakes, ensuring that the requested staking area is ready for stakes and that the stakes will begin to be used within five (5) days of staking.
- Coordinate construction operations so that areas to receive stakes are relatively clear of construction equipment activity, in order that stakes can be set in safe and expeditious manner to the satisfaction of the District Inspector.
- Contractor shall provide a safe working environment for the survey crews.
- Contractor shall establish priorities for requested construction stakes and note the priorities on the staking request.
- Contractor shall preserve all construction stakes. Replacement of stakes will be completed at the expense of the Contractor.
- The Contractor will coordinate with the District Inspector regarding the location and placement of Fire Hydrants, Valves, Tees, Crosses, Water Services, ARVs and related appurtenances. The final location of these facilities will require approval from the District Inspector.

If the area or facility is not prepared satisfactorily for the stakes, as determined by the District Inspector, the staking request will be voided by the District Inspector and the Contractor shall submit a new request for the stakes when the area or facility has been properly prepared. If survey crews have been mobilized to an area that is not ready for stakes, the District will provide written documentation and charge the Contractor with re-staking charges for the survey crew's time.

Full compensation for coordinating construction layout and staking with the District Inspector and the District's staking agents shall be considered as included in the various contract items of work and no additional payment will be allowed therefor.

SECTION 01000
SPECIAL PROVISIONS

SECTION 01000
SPECIAL PROVISIONS

END OF SPECIAL PROVISIONS

**SECTION 01100
PROJECT PLANS**

**DONNAWOOD WAY
WATER MAIN PROJECT
C25-103**

The following Project Plans pertain to Citrus Heights Water District's Donnanwood Way Water Main Project C25-103:

8 Sheets

Project Plans are 22" x 34" and shall be purchased as a portion of the Bid Package

**SECTION 01100
PROJECT PLANS**

**SECTION 01200
ENCROACHMENT PERMIT DOCUMENTS**

**DONNAWOOD WAY
WATER MAIN PROJECT
C25-103**

The following Encroachment Permit Documents pertain to Citrus Heights Water District's Donnawood Way Water Main Project C25-103:

County of Sacramento Encroachment Permit
*Includes attachments

(18 Pages)



ENCROACHMENT PERMIT

SACRAMENTO COUNTY MUNICIPAL SERVICES AGENCY
827 - 7TH STREET, ROOM 105, SACRAMENTO, CA 95814
PHONE (916) 874-6544

Encroachment
Inspection
Area: 03

U.S.A. TICKET NO. _____ **ENUC2025-00863**

Phone (800) 227-2600

1. Permit Type: Utility
2. Application is made for permissions to excavate, construct and/or otherwise encroach on County right-of-way by performing the work described below on:

Donnawood Way, and its intersections with Cross Dr. and Drywood Way

Project Location

3. Scope of Work:

CITRUS HEIGHTS WATER DISTRICT, TAMARA DAWSON
 CONSTRUCT NEW WATER MAIN, FIRE HYDRANT AND WATER SERVICES BETWEEN FEBRUARY & JUNE 2026
 (EARLY SPRING AND MID SUMMER) PER ATTACHED PROPOSED PLANS.
 PREVIOUS POTHOLES PERFORMED AT THIS LOCATION UNDER PERMIT #ENUC2024-00662.

4. **Except for Annual Permits: Permittee shall schedule a pre-construction meeting to activate this permit by calling CMID at (916) 875-2707.**
5. **Before starting work, the Permittee shall notify Sacramento County Construction Management at (916) 875-2707, 24 hours in advance of the date work is to begin.**
 - a) For emergency work, notification shall be provided within 1 hour of dispatch as defined in Section 7-8.03 of the County Standard Construction Specifications
 - b) No notification required for work that does not involve excavation and does not obstruct or modify pedestrian, bicycle or vehicular traffic patterns.
6. **Permittee shall contact the County Survey Section at (916) 874-6546 for potential location of survey monuments.**
7. Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits or cables. Underground Service Alert (U.S.A.) does not locate non-pressurized sewer and drainage facilities.
8. Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.

In consideration of the granting of this application, it is agreed by the applicant that the County of Sacramento and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response to thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with future use of the highway, it must be removed or relocated, as designated by the Director of County Engineering, at the expense of the applicant or their successor in interest.

FOR USE BY UTILITY COMPANIES			
District:		Division:	
Engineer:		Job No:	C25-103

Contact Person: TAMARA DAWSON CITRUS HEIGHTS WATER DISTRICT
 Phone: (916) 735-7732

Applicant Signature: _____

Applicant: CITRUS HEIGHTS WATER DISTRICT TAMARA DAWSON Phone: (916) 735-7732

Address: 6230 SYLVAN RD CITRUS HEIGHTS CA 95610 - 5610

Invoice #	Fee Item	Fee Due	Fee Paid	Date Paid
1846417	IT Recovery Fee Billable	\$22.75	\$0.00	
1846417	Permit Fee - Utility Company	\$350.00	\$0.00	

Fees Due: \$372.75 Fees Paid: \$0.00 Current Balance \$372.75

DEPARTMENTAL REVIEW	APPROVED	DATE	DEPARTMENTAL REVIEW	APPROVED	DATE
WATER SUPPLY	N/A		WATER QUALITY	YES	12/24/2025
TRANSPORTATION	YES	1/16/2026	TECHNICAL RESOURCES	YES	1/22/2026
WATER RESOURCES	YES	12/29/2025	Sub. Order Number:	90018822	
			Customer Number:	1000000602	

Approved application is subject to payment of fees, pre-construction meeting with CMID, Attachment A, and is revocable at any time. This permit is nontransferable and EXPIRES ONE YEAR from date issued.

***ANNUAL Permits expire December 31 of the year permit is issued.**

On Behalf of the Director of County Engineering

By: _____
 CMID INSPECTOR Date

Plan Submittal Date: 12/24/2025	"ASBUILT" Inspector Approval _____ Name Date
------------------------------------	---

Department of Transportation Specific Comments

DESCRIPTION:

Permit No. ENUC2025-00863

Description of Work: **CITRUS HEIGHTS WATER DISTRICT, CONSTRUCT NEW WATER MAIN, FIRE HYDRANT AND WATER SERVICES BETWEEN FEBRUARY & JUNE 2026 (EARLY SPRING AND MID SUMMER) PER ATTACHED PROPOSED PLANS. THE WORK AREA LOCATION IS DONNAWOOD WAY, AND ITS INTERSECTIONS WITH CROSS DR, AND DRYWOOD WAY. PREVIOUS POTHOLING PERFORMED AT THIS LOCATION UNDER PERMIT #ENUC2024-00662.**

SPECIFIC REQUIREMENTS FOR ALL ENCROACHMENT PERMITS:

- A mandatory preconstruction meeting is required prior to beginning any work on site. This permit is not activated and therefore not approved until a preconstruction meeting is held.
- Site specific notification must be given to Sacramento County Construction Management and Inspection Division at (916) 875-2707 a minimum of 24 hours prior to any work.
- The deposit may be released 180 days after the acceptance of the work provided all inspection costs have been paid in full where applicable.
- All work covered under this encroachment permit shall comply with the provisions of the November 2024 edition of the County of Sacramento Standard Construction Specifications (SCS) and the Standard Requirements for Encroachment Permits (attachment "A"). Prior to the start of any work, it is the responsibility of the applicant to be sure that all requirements including those indicated on "Attachment A" and the SCS are fully understood. Any failure to comply with any of the requirements indicated on attachment A, the SCS or any requirements indicated below may result in work stoppage, fines and/or penalties, or both. This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the Sacramento County Code as amended on January 6, 1998.
- Specific attention is directed to the "BACKFILL AND PAVEMENT RESTORATION REQUIREMENTS" section of attachment "A." All work covered under this permit shall conform to these requirements. Deviations from these requirements shall be reviewed and approved (if appropriate) in writing separately from this encroachment review process.

INSPECTION CHARGES:

- Applicant is aware that permit fees DO NOT include inspection charges. Inspection charges will be billed separately at a later date.

AND

- Inspection charges will be billed to applicant.

POSSIBLE CONFLICTING PROJECTS:

- No projects are proposed at this location which will conflict with the work covered under this permit.

TRAFFIC CONTROL REQUIREMENTS:

- Construction traffic controls shall be provided in conformance with the Sacramento County Department of Transportation Traffic Control Templates. These templates can be obtained through the Department website at <http://www.sacdot.com/Pages/TrafficControlPlansandDetourPlans.aspx>

TRENCH CUT FEES:

- No trench cut fees are required for this project.

PAVEMENT MORATORIUM RESTRICTIONS:

- No roadways included under this permit are subject to the pavement moratorium.

HOLIDAY MORATORIUM:

- No Holiday Moratorium Streets are included in this work.

OTHER SPECIFIC COMMENTS:

- Approval of this permit applies only to work carried out within the County of Sacramento. Any work occurring within jurisdictions other than Sacramento County shall require approval from the appropriate agencies.

Reviewed by Gene Holliday III on 1/16/26 – Sac County ROW Management Section

-ATTACHMENT A-
STANDARD REQUIREMENTS
FOR
SACRAMENTO COUNTY ENCROACHMENT PROJECTS

REQUIREMENTS AND STANDARDS

Provisions of the most recent editions of the County of Sacramento Standard Construction Specifications (SCS) and the County of Sacramento Improvement Standards shall apply to all work covered under this encroachment permit. This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the Sacramento County Code as amended on January 6, 1998. The following requirements shall also apply to this work.

ACCEPTANCE OF PROVISIONS

It is understood and agreed by the Permittee that performing any work under this permit shall constitute an acceptance of the general and specific conditions hereof.

WORK AND MATERIALS

Work and materials shall be in accordance with the current edition of the County of Sacramento "Standard Construction Specifications." All work shall be in compliance with the Americans with Disabilities Act.

VALID PERMIT KEPT ON SITE

This permit is valid only for work done in the unincorporated Sacramento County area. Any use of private property for storage of materials, trenching and/or placement of signage (other than traffic control devices) shall be approved by the property owner of the land parcel or acting agent thereof. This permit shall be kept on the worksite and must be shown to any authorized representative of the Agency or any law enforcement officer upon demand. Fines for failing to provide a valid permit may be accessed in accordance with Chapter 12.08 of the Sacramento County Code.

GENERAL DEPOSIT

Applicant shall post a \$2,500.00 deposit as specified in Chapter 12.08 of the Sacramento County Code. The deposit may be released 180 days after acceptance of the work provided all inspection costs have been paid in full where applicable.

GUARANTEE

Should any failure of the work occur within a period of one year after completion and acceptance by the Agency, (i.e., sign off of permit), including the refilled excavation settling or if the resurfacing or restoration of the roadway disintegrates or develops ruts or holes or if found that materials used were not in compliance with County Standard Specifications, the permittee shall repair and/or resurface the work to the satisfaction of the Agency. If the permittee fails or refuses to do such corrective work, the County may elect to complete the corrective work and collect the cost of the work from the permittee, or to pursue such other remedies as may be available to complete the corrective work at the permittee's expense.

PROSECUTION OF WORK

Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the Agency. The Permittee shall submit a schedule prior to beginning work for any project lasting more than 5 working days.

U.S.A. NOTIFICATION REQUIRED

The Permittee shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600. U.S.A. notification to be renewed at not more than 14 calendar day intervals.

Disregard for or destruction of underground utilities may be cause for revocation of this permit and/or denial of future permits at the discretion of the Agency. Any utility so damaged shall be immediately reported to the owner and the Agency.

ADDITIONAL NOTIFICATION REQUIREMENTS

This permit is for work within the County Right of Way only. Applicant is responsible for coordinating and obtaining all other permits, permission, rights, etc. necessary for work both within the County Right of Way and beyond the limits covered under this permit.

Work performed within the former McClellan Air Force Base must be coordinated with Paul Bernheisel (916) 997-1798 or Mike Swart at (916) 643-0830, ext. 230. A McClellan Facility Encroachment permit is required through these contacts prior to obtaining a County Permit.

Work performed within the former Mather Air Force Base must be coordinated with Clark Whitten at (916) 874-2555. Address: 700 H Street, Ste. 7650, Sacramento, CA 95814

STORAGE OF EQUIPMENT OR MATERIALS WITHIN THE RIGHT-OF-WAY

No equipment or materials shall be parked or stored within any traffic lane or within the public right-of-way at any time of day or night, including holidays and weekends without written consent from the Department of Transportation.

TREES

Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate tree permit per County Ordinance, call (916) 874-6291.

TRAFFIC CONTROL REQUIREMENTS AND HOURS OF WORK

A traffic control plan (or plans) shall be submitted for review and approval for any work requiring modifications to existing traffic patterns. The traffic control plan (or plans) shall include provisions for vehicular, pedestrian and bicycle access. Additionally, the traffic control plans (or plans) shall address traffic signal operations for any work performed within 200 feet of a signalized intersection.

Contractor shall contact schools affected by construction to determine if school is in session. If school is in session, no construction activities shall take place 30 minutes before and 30 minutes after the arrival (am) or departure (pm) bell. Contractor shall also be responsible for providing notification to any fire station that could potentially be affected by construction activities.

Transportation routes involving a river crossing over the American River have been identified as being critical for traffic circulation between areas north and south of the river. In order to maintain traffic flow

across these critical corridors, no lane or road closures are permitted from 7:00 am to 9:00 pm at the following locations:

Watt Avenue	Between Folsom Boulevard and Fair Oaks Boulevard
Sunrise Boulevard	Between Folsom Boulevard and Fair Oaks Boulevard
Hazel Avenue	Between Folsom Boulevard and Winding Way

Lane or road closures at these locations during the times indicated will only be allowed in emergency situations or with the written approval of the Director of the Department of Transportation or his designee.

ROAD CLOSURE

No highway or street may be closed without first obtaining approval in writing from the Agency. If permission is granted, it shall be the Permittee's responsibility to notify the Highway Patrol and Fire Department prior to closing the street.

LANE/ROAD CLOSURE DURING NOVEMBER/DECEMBER HOLIDAY SEASON

Unless specifically approved by the Agency, construction will be suspended and no activities that interfere with public traffic shall be conducted on designated streets during the holiday season (defined as the four-day Thanksgiving weekend and December 8 through January 1). All existing pits, excavations, trenches, and openings in the road surface shall be backfilled and paved to produce a level and smooth surface. All barricades and barriers shall be removed from all traffic lanes, unless authorized by the Agency as long-term traffic controls. SCC 7-8.06

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES

Metal objects (such as manhole frames and lids, valve boxes, bore casings, etc.) shall not be installed within 72 inches of a traffic detector loop. Any traffic signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the County elect to provide repair or replacement services, the Permittee shall be required to reimburse the County for all costs involved.

EXISTING SPEED TABLES:

If work requires excavating into existing speed tables, one half of the speed table shall be removed and reconstructed in accordance with current County speed table requirements. If the remaining half of the speed table does not meet current standards, the entire speed table shall be removed and reconstructed in accordance with current standards. If excavation is cored and no greater than 1 sq. ft. in area, in lieu of removing the speed table, pavement restoration may be as specified in Attachment A for "backfilling of potholes and borings within pavement areas".

DIRECTIONAL BORE REQUIREMENTS

Prior to beginning work, the contractor must submit to the Agency (County of Sacramento Inspector) a general work plan. Verify all underground utilities in accordance with Government Code 4216 (SCS sec. 6-16). Before drilling, prepare a directional bore profile showing all verified utility depths with utility required clearances and the projected bore path (elevation). Contractor shall provide directional bore profile to the Agency (County of Sacramento Inspector) prior to drilling. Directional bore depths to be a minimum of 42 inches below pavement grade. Directional bore profile, log of boring operation and a guidance system log shall be kept onsite with the permit. Surface incisions on project streets shall not exceed industry bore pit standards. In the event surface incision dimensions (i.e., length and width) exceed industry bore pit standards (as determined by the Agency), additional pavement restoration will be required. Additional pavement restoration shall include a slurry seal placed over the entire width of the roadway (or to the roadway centerline if disturbances are isolated to one half of the roadway) to encompass the area of restored

pavement. Surface incisions located within 50 feet shall be included in the same slurry seal area. Slurry seal shall extend 4 feet beyond the outermost surface incisions.

TUNNELING

No tunneling will be permitted except on major work as may be specifically approved and set forth on the permit thereof. Tunneling under sidewalks are also not allowed.

PROTECTION OF EXISTING SURFACES

The permittee’s contractor shall use appropriate equipment, construction methods and effort/care to prevent damage to existing pavement. The permittee shall also document the pre-existing pavement conditions in a manner that will allow construction damage to be identified. The permittee shall make a post construction evaluation of the pavement surface upon completion of the work and will be responsible for repairing all damage to the pavement surface resulting from construction activities. The permittee will also be responsible for repairing any damaged pavement that cannot be identified as pre-existing.

Excavations within sidewalk areas, when not active, must be covered with a material suitable for pedestrian use and secured to avoid shifting. The excavation shall be covered for no more than 7 days (i.e., the excavation must be backfilled and the surface restored within 7 days of initial excavation). Sidewalk repairs shall conform to Sacramento County Details 4-25 and 4-43.

MAINTENANCE

The permittee agrees to exercise reasonable care to properly maintain any encroachment placed by it in the County right-of-way. The permittee further agrees to repair any damage to portions of the right-of-way which occurs as a result of the maintenance of the encroachment.

TRENCHING

Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging or backfilling. Pedestrian and bicycle facilities shall be maintained through the work site at all times unless provisions have been shown on an approved traffic control plan.

TEMPORARY BRIDGING OF EXCAVATIONS AND TRENCHES

The use of steel plates shall be approved by the Agency prior to installation. Steel plates used in the roadway, shall have the name and 24 hour emergency telephone number of the contractor responsible for maintaining the plates stenciled on the roadway pavement adjacent to the plates. Painted text shall be in white lettering. The text shall be neatly stenciled lettering, a minimum five inches (5”) in height and shall be maintained in a neat and legible condition for the duration of plate placement. Steel plates shall conform to the following width and thickness requirements:

<u>Steel Plate Width</u>	<u>Min. Thickness</u>
18” or less	3/4”
18” to 72”	1”
Width greater than 72”	per analysis by engineer

When steel plates are used to cover excavations on roadways with two or more lanes in each direction or posted 45 mph or greater posted speed or where the related work is to take place for longer than two (2) weeks, the steel plates shall be inlayed or recessed into the existing pavement. Existing pavement surface shall be milled out to ensure that the top of plate elevation matches the existing elevations of the adjacent

pavement surface. Steel plates must be large enough to allow a minimum of one foot (1') of bearing on all sides of the trench.

When steel plates are used to cover excavations on all other roadways, they maybe placed on top of the asphalt with transitional ramps of MC250 asphalt mix (cutback) against all vertical edges of the plates. All ramping must be accomplished to provide a minimum angle of approach of twelve to one (12:1), providing a smooth, gradual transition between the pavement and the plate. Steel plates shall be anchored to the roadway surface with pins or spikes on the four (4) outermost corners. Additional pins shall be placed as necessary to assure the steel plates are secured. Pins shall be installed such that they do not protrude above the plate surface anymore than is necessary to anchor the plate and shall not create a hazard for the motoring or pedestrian public. Steel plates should be welded together to prevent shifting/bouncing where necessary. Where the Street surface is uneven, plates shall be bedded on MC250 asphalt mix (cutback). The steel plates shall extend beyond the edge of the trench a minimum of 18", but no more than 30" on all sides. No corner of any steel plate shall protrude into the traveled way as to create a hazard to the motoring public.

Steel plates shall have a nonskid surface static coefficient of friction of 0.35 per California Test 342 for all steel plates within traveled roadway, and 0.50 per ASTM C 1028 for those steel plates in pedestrian crosswalks or accessible areas. When required by the Agency, the Contractor shall certify in writing to the Agency that steel plates to be used in the Work meet the required static coefficient of friction.

The length of a series of plates running parallel to traffic wheel paths shall not exceed 30' unless approved by the agency or noted in the TCP or contract drawings. Steel plates shall not remain on the roadway for longer than seven (7) calendar days, unless otherwise approved by the Agency

Trench walls and adjacent soils shall be sufficiently stabilized prior to the use of steel plates for bridging. For conditions that require a support structure (wide excavation with multiple plates), the system must be designed by a registered professional engineer and submitted to the Agency for approval before use.

Steel plates shall be installed to operate with minimum noise levels as indicated in Sacramento County Code, Section 6.68, "Noise Control". All steel plates within the right-of-way, whether used in or out of the traveled way, shall be without deformation (e.g., chains, attachments, weldments, or irregularities that can constitute a hazard). BUMP (W8-1) warning signs shall be properly posted and maintained in advance of all roadway plates placed on the surface of the pavement. The Contractor is responsible to maintain the steel plates in a proper condition until the roadway is properly back-filled and patched to allow for the safe passage of vehicles. The Contractor shall be responsible for any damages or injuries which may occur as a result of the plates being placed in the roadway. The Contractor must reimburse to the Agency any cost for emergency repairs.

In sidewalk areas, one and one-eighths inch (1-1/8") plywood with a nonskid surface static coefficient of friction of 0.50 per ASTM C 1028 may be substituted for steel plating where the excavation is less than two (2) feet deep and when authorized by the Agency. Transitional ramps of MC250 asphalt mix (cutback) shall be installed against vertical edges in the direction of pedestrian traffic (both up and down-stream). All ramping must be accomplished to provide a minimum angle of approach of twelve to one (12:1), providing a smooth, gradual transition between the sidewalk and the plate. Plywood shall extend beyond the edge of the trench and any overlap shall be a minimum of 18". Plywood shall not be placed such that it protrudes past the sidewalk edge.

REMOVAL OF USA MARKINGS

Before the project is accepted as complete, all USA and other construction related markings shall be removed to the satisfaction of the Agency. Removal shall occur within 30 days of the date the markings are no longer needed, or upon completion of the work, whichever is sooner. The Agency will accept natural weathering of markings if the markings disappear within the 30 day period. If the markings are in brick paver or concrete areas and if by natural weathering or other approved removal methods the markings still remain, the

contractor must replace the concrete or the brick pavers in-kind, unless the utility operator has failed to use chalk-based paint or other non-permanent marking materials. Excavators and utility operators are encouraged to avoid marking in these areas by using offset markings. Removal methods shall be non-destructive and residual shadowing shall not remain.

Removal of markings shall comply with the federal, state and local requirements of the National Pollutant Discharge Elimination System (NPDES) and the Regional Water Quality Control Board.

U.S.A. markings not removed by the required time lines may be removed and the sidewalk or street repaired/replaced by the Agency at its discretion. The Agency will charge the excavator a service fee equal to the actual costs of removal plus an administrative fee of 20% for removing the markings and making any repairs and/or replacements. This fee will include the cost to comply with NPDES.

DAMAGE TO EXISTING IRRIGATION SYSTEMS

Irrigation systems owned or operated by the County of Sacramento are located within the right-of-way and on dedicated property outside the right-of-way. In the event the irrigation systems are damaged due the permittee's activities, it shall be repaired under the supervision of the Department of Transportation, Contract Landscape Section staff (916-875-5123). The system shall be repaired in accordance with the current County Standards. Care shall be taken to eliminate any debris from entering the system. Any damage resulting from repairs or contamination into the irrigation system will be the responsibility of the permittee. A contractor working in the Landscape construction or maintenance field shall be required for all necessary repairs to the landscape system.

Any permittee working in the right-of-way shall verify the location of the utilities with regards to easements. It shall be the permittee's onus to verify they are not encroaching on dedicated properties such as Assessment District parcels along the right-of-way. In the event a utility has been installed on dedicated property outside of the right-of-way or utility easements, or is planned to be placed on dedicated property, a utility easement must be acquired.

DRIVEWAYS

Portland cement concrete is not allowed for private driveway approaches within County right-of-way unless specifically approved by the Director of the Department of Transportation.

CLEANUP

All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all excess material and debris.

RECORD DRAWING

Upon completion of underground or surface work of consequence, the Permittee shall furnish record drawings to CMID showing location and details of work performed.

FUTURE MOVING OF INSTALLATION

The installation authorized herein shall, upon demand of the Agency, be relocated in a timely manner by, and at the sole expense of the Permittee whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The permittee must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.

BACKFILLING OF POTHOLES AND BORINGS WITHIN PAVEMENT AREAS

Backfilling of potholes or similar types of minor excavations shall be with native or aggregate base materials compacted to 95%. In lieu of using compacted materials, controlled density fill (CDF) conforming to section 50-15 of the SCS may be used.

Backfilling of borings for soil or ground water sampling shall be in accordance with Sacramento County Environmental Health Requirements and County Standards. Backfilling of borings within pavement areas shall utilize cementitious grout materials regardless of the depth of encountered ground water. Backfilling of the upper one foot of borings/monitoring wells located in pavement areas shall consist of either high strength non-shrink grout or fast-setting concrete (minimum compressive strength of 4000 psi). The grout/concrete shall be uniformly color stained black to match surrounding asphalt surfaces (surface staining of placed concrete is prohibited). Placement of material shall utilize hand-rodding methods to facilitate consolidation. Once placed and rodded the surface shall be finished smooth using hand-trowel or other methods.

In the event that consolidation of backfill materials occurs within the first 24-hours of placement resulting in settlements within the boring/monitoring well hole greater than ¼-inch, the hole shall be subsequently refilled with high strength non-shrink grout as required to reestablish a smooth surface. Additionally, if separation/shrinkage of the placed concrete is greater than 1/8-inch occurs along the outer perimeter of the filled hole, a flexible sealant shall be placed such that it uniformly fills associated gaps/voids. If the above criteria are not satisfactorily met, the County Inspector may require cutting/grinding within affected areas and subsequently repave in accordance with County Drawing 4-64.

TEMPORARY PAVEMENT REQUIREMENTS

Vehicular travel over backfilled but unpaved excavations will not be allowed. The Contractor shall provide a temporary surface suitable for driving consisting of at least one and one half inches (1-1/2") of plant mix type "A" asphalt concrete on all roadways with two or more marked traffic lanes in each direction or 45 mph or greater posted speed. Plant mix type "A" or asphalt plant mix cutback maybe used on all other roadways.

All temporary paving shall be identified by painting the words "TEMPORARY PAVEMENT" along with the name of the contractor responsible for maintaining the temporary paving material and the date in which the material was placed. Painted text shall be in white lettering at the beginning, ending and along the length of the temporary paving at a spacing not to exceed 500 ft. The TEMPORARY PAVING and the contractor or utility's name shall be neatly stenciled 5 inches minimum in height and shall be maintained in a neat and legible condition. The date in which the material was place may be painted free hand without the use of a stencil, but must be legible.

Temporary pavement and/or portions of temporary pavement totaling 1000 ft or greater in length shall also be identified with a construction sign placed along the edge of the roadway and constructed in accordance with section 34 of the SCS. Temporary pavement signs shall be 30" X 30" in a diamond configuration and shall be orange with 5 inch black lettering. Signs shall be installed at the beginning, ending and at a spacing not to exceed 1000 ft. and shall be installed within the road right of way whenever possible. Signs shall not be installed in a location that would obstruct visibility or create an obstacle for pedestrians. Property owner's permission must be obtained if sign is placed on private property.

In no case shall temporary pavement be allowed to remain for a period greater than 30 calendar days unless specifically approved by the Department of Transportation Right-of-Way Management Section.

RESTORATION OF SURFACES

(Note: Requirements for Trench Restoration are currently in the process of being revised. New requirements may be enforced on this project if final paving has not been completed prior to implementation of new requirements.)

Replace section 14-3 STREET AND PARKING LOTS and Section 14-4 CONCRETE of the County Standard Construction Specifications with the following:

14-3 STREETS AND PARKING LOTS

14-3.01 Trench Restoration

Edges of trench restoration shall be cut/grind so that edges are parallel or perpendicular to the centerline of the roadway. All required sand/slurry seal must be placed so that edges are parallel or perpendicular to the centerline of the roadway. Edges of existing pavement that are broken or damaged shall be removed and neatly trimmed back to stable and undisturbed base and surface materials. For locations where the existing pavement is severely fractured, remove loose asphalt to the nearest crack beyond the specified restoration limits.

Repaving of trenched areas shall be in accordance with Standard Drawing 4-64 (including Shallow Trench, Deep Trench and Earth Saw Trench Details) with the following exceptions:

Roadways less than 3 years old

Cuts in pavement that have been constructed or overlaid within the last three (3) years are not generally allowed. County Code section 12.09.120 prohibits excavations in newly constructed or overlaid roadways for a period of three (3) years. In circumstances such as emergency repair work where no other feasible options exist, the Sacramento County Dept. of Transportation may grant a waiver to this restriction. In the event that a waiver is granted, the applicant should be prepared to meet more stringent restoration requirements than those specified in these specifications.

Roadways with pavement 3 to 5 year old

Cuts in pavement that have been constructed or overlaid within three (3) to five (5) years shall receive a minimum 1-1/2 inch deep grind from lane line to lane line or edge of pavement and overlaid with asphalt concrete in conformance with these specifications. At roadway intersections and cul-de-sac bulbs, minimum grind and overlay shall extend to include the entire ¼ quadrant of the roadway affected by the work. 1-1/2 inch grind depth shall be considered a minimum and shall be adjusted as necessary to produce a stable surface for new pavement material. A seal coat will not be required.

For Earth Saw Trench Section, delete “is within 20” of lip of gutter, otherwise 6” minimum” and replace with “edge of pavement or lane line”. A seal coat will not be required

Roadways with pavement greater than 5 years old

Minor Roadways:

Alternate 1 – Comply with requirements of Drawing 4-64 except eliminate tee portion of asphalt restoration by limiting the extent of paving to the projected area above the trench. Follow the trench paving with a minimum 1-1/2 inch grind and overlay from center of roadway to edge of pavement.

Alternate 2 – Comply with requirements of Drawing 4-64. Slurry seal or sand seal from edge of pavement to centerline of roadway and a minimum of two (2) feet beyond the trench paving limits. At roadway intersections and cul-de-sac bulbs, minimum slurry seal or sand seal shall be placed on the entire ¼ quadrant of the roadway affected by the work. Sand seal applications shall be limited to 250 sq. ft. or less or as directed by the County (**Black sand shall be used for this application**).

Roadways with 2 or more lanes in each direction or 45 mph or greater posted speed:

Add: Arterial and thoroughfares shall receive a minimum 1-1/2 inch deep grind from lane line to lane line or edge of pavement and overlay with asphalt concrete in conformance with these specifications. 1-1/2 inch grind depth shall be considered a minimum and shall be adjusted as necessary to produce a stable surface for new pavement material. A seal coat will not be required

Limits for "Seal Coats" specified in section 49-2.02 which is referenced in the "Earth Saw Trench Section" detail shall be revised to comply with the limits indicated above.

14-3.01 Repair to areas damaged by Contractor's Operations

Areas of existing asphalt surfaces damaged during construction shall be removed and the top four inches (4") of base material shall be re-compacted to a minimum relative compaction of ninety-five percent (95%). Base or underlying material that is wet, loose, or otherwise unsuitable for supporting new paving shall be removed to a maximum depth of twelve inches (12") below the bottom surface of the new asphalt pavement section and replaced with aggregate base material per the requirements of Section 22, "Base Material", of the County Standard Construction Specifications. Aggregate base material shall be compacted in layers not exceeding six inches (6") in depth to a minimum relative compaction of ninety-five percent (95%). If unsuitable materials exist below this depth, an approved geotextile fabric shall be installed prior to placing the aggregate base materials.

14-3.02 Asphalt Concrete

The asphalt concrete shall conform to requirements specified in Section 23, "Asphalt Concrete", of the Sacramento County Standard Construction Specifications. If the existing pavement surfacing is rubberized asphalt, top layer of new asphalt surfacing shall match the existing. Special attention should be noted that section 23-3.02 "Binders" specifies that "Conventional dense graded asphalt used on on-ramps, off-ramps, arterial streets and thoroughfare streets shall use PG70-10 binder."

Contractor is responsible for developing and providing appropriate placing and compacting techniques for producing asphalt concrete in conformance with these specifications including the determination of minimum acceptable paving temperatures for the specific mix to be used. In no case however shall any layer of asphalt concrete be placed when the atmospheric temperature is below 50°F, during raining weather or when the roadway is moist or damp. For the purpose of this provision, "raining" shall mean any weather condition that causes the roadway to become moist or damp. In the case of sudden precipitation, all paving work must stop immediately, all asphalt concrete on site not yet placed and all asphalt concrete in transit from the plant shall be rejected. Asphalt concrete shall be delivered to the site in a thoroughly blended condition and spread by a self-propelled asphalt paving machine in such a manner as to avoid segregation during the placing operations and placed in such a manner as to achieve a density of not less than 92%, nor greater than 97% (CTM 309). Prior to placing asphalt concrete pavement, the vertical edges of any existing pavement, curbs, and gutters adjoining the area to be paved shall be clean and given a tack coat of asphaltic emulsion. Horizontal surfaces of asphalt (new and/or existing) shall also receive a tack coat prior to placing new asphalt. Asphaltic emulsion shall be of the high viscosity type subject to the approval of the Agency, and shall conform to Sections 39 and 94 of the State Specifications. Asphalt paving machine shall be used for placing the finish lift of asphalt concrete paving on all trench restorations. Limited areas inaccessible to mechanical spreading and compaction equipment or where irregularities or unavoidable obstacles exists may be spread, raked and luted by hand tools or other methods approved by the Agency. Asphalt paving machines shall be mechanical spreading and finishing equipment provided with a screed or strike-off assembly capable of distributing the material to not less than the full width of the trench. Screed action shall include any cutting, crowding or other practical action which is effective on the mixture without tearing, shoving or gouging and which produces a surface texture of uniform appearance. The screed shall be adjustable to the required section and thickness. The paver shall operate independently of the vehicle being unloaded.

Final pavement surface for trenches greater than 3 feet in width and which are mostly parallel to the centerline of the street shall not vary from the edge of a 10 foot straight edge (placed parallel and perpendicular to the trench) by more than 3/8-inch, except at intersections or changes in grade.

Final pavement surface for trenches 3 feet or less in width, bore holes having an area less than 50 square feet, and trenches of any width not mostly parallel to the centerline of the street shall match the smoothness of the existing pavement, except final pavement surface grade shall not exceed 3/8-inch above a line between the existing pavement surface at each edge of the excavation. Final pavement below this line is not acceptable.

Pavement not meeting the above requirements shall be removed and replaced. Such pavement shall be removed to a minimum depth of 1-1/2 inches for the full width of the trench. The minimum length of removal along the trench shall extend for 4 feet beyond the ends of the non-conforming areas, but in no case exceed the limits of the original pavement repair.

14-3.02A Density requirements

The County may require testing of the asphalt concrete used in pavement restoration to verify that the materials being place conforms to these specifications. Density of asphalt concrete for quality control purposes may be determined by nuclear gage testing or other approved nondestructive testing method. At the County's request, the Contractor shall provide quality assurance testing based on sampling of the asphalt on a lot basis defined as each five hundred (500) linear feet of trench. Compaction results shall be from comparing the average of density of cores taken from the compacted pavement to the Maximum Theoretical Density (Rice) as determined by California Test 309 (CT 309) taken from randomly sampled material on a lot basis. A minimum of two (2) cores per lot shall be sampled with half of the cores taken at the joint between the newly placed and the existing asphalt concrete (not more than 1 ft away from existing asphalt concrete). Contractor shall meet with the inspector and mutually agree on the sampling location. The density of each core shall be determined per CTM 308. The core samples shall be four inches (4") in diameter. Samples shall be neatly cut with a saw, core drill, or other approved equipment. If the density does not fall within the specified density range, the Contractor may test at two additional locations within the same 500 linear feet of trench area and average the results of all three tests. This averaged result shall fall within the above-specified range. The Contractor shall notify the County inspector prior to paving and provide contact information for Contractor's testing personnel. The Agency reserves the right to conduct parallel quality assurance testing at its discretion in accordance with Caltrans test methods, 308, 309, and 375. Asphalt not meeting the above specified compaction requirements will be rejected on a lot basis.

14-3.03 Seal Coats

Specified seal coat treatment shall conform to the following requirements and shall not be placed until at least seventy-two (72) hours after the placement of the final paving lift.

Slurry Seal (type 2)

Slurry seal shall be furnished and placed as specified in Section 37-2 for Slurry Seal, of the State Specifications, with the exception that the fifth paragraph of Section 37-2.06, "Placing", shall be modified to provide that the thickness of application of slurry seal shall be adjusted to provide one (1) layer not less than one eighth inch (1/8") thick nor greater than one-quarter inch (1/4") thick. The requirement for wetting surface prior to placement of slurry seal is waived.

Sand Seal

Sand seal shall be furnished and placed as specified in Section 37-1, "Seal Coats", of the State Specifications with the exception of the requirements for the asphaltic binder and aggregate. Asphaltic binder and aggregate shall be as

follows:

- The asphaltic materials for sand seal shall conform to the requirements in Section 50-17, “Asphalt, Liquid Asphalt, and Asphaltic Emulsion”, of these Specifications. The asphaltic materials shall be CRS 1.
- The rate of application of CRS 1 shall vary between 0.08 and 0.15 gallons per square yard as directed by the Agency, depending upon the surface condition and weather.
- Aggregate for sand seal shall conform to Section 37-2.02C, “Aggregate”, of the State Specifications and shall be spread at the rate of six (6) to ten (10) pounds per square yard, or as directed by the Agency. Preparation of seal coat, applying bituminous binder, spreading, and finishing shall be in accordance with Section 37, “Bituminous Seals”, of the State Specifications, with the exception that steel wheeled rollers for sand seal may be eliminated and the pneumatic roller used for all seal operations. Asphaltic emulsion shall be applied by a distributor truck.
- Black sand shall be used for this application.

14-3.04 Shoulders

Surface restoration of trenches located in a shoulder within six feet (6’) of the traveled way shall consist of a structural section equal to the original, or as shown on the Plans, but having a minimum of five inches (5”) of aggregate base compacted to a relative compaction of ninety-five percent (95%).

14-4 CONCRETE

Repairs to concrete curbs, gutters, sidewalks, driveways and other concrete surfaces shall be made by removing and replacing the entire portions between joints or scores, except as follows:

- Curb and gutter shall be replaced between saw cuts so that the remaining or new curb and gutter will not be less than four feet (4’) in length, measured from the saw cut to the nearest score mark, expansion joint, construction joint or weaken plane joint.
- The entire width of sidewalk shall be replaced between saw cuts for a length of not less than four feet (4’) in length, measured from the saw cut to the nearest score mark, expansion joint, construction joint or weaken plane joint.
- Driveways shall be replaced as directed by the Agency, either completely or partially by saw cutting in the middle of the driveway.
- Existing driveways not in conformance with current ADA requirements shall be completely removed and replaced to conform to current requirements.
- In accordance with section 4-18 of the County of Sacramento Improvement Standards and the American with Disabilities Act (ADA), California Code of Regulations, Title 24 and the California Manual on Uniform Traffic Control Devices, any modification of any portion of an intersection shall require access improvements to all corners of that intersection. Reconstruction of existing sidewalk ramps as a result of damage to the sidewalk ramp shall be considered a modification to a portion of the intersection. All existing corners of an intersection where sidewalk ramps are not in conformance with current ADA requirements shall be completely removed and replaced to conform to current requirements.
- Curb dowels and reinforcing shall be provided and shall be installed in accordance with Section 27-6 of the County Standard Construction Specifications.

Replacement shall be in accordance with the applicable requirements, including the placement of Aggregate Base Class 2 under the new concrete as specified in Section 27, “Curb, Gutter, Sidewalk, and Drainage Structures” of the County Standard Construction Specifications. Pedestrian access shall be maintained in accordance with Section 12-12.02, “Pedestrian and Bicycle Access” of the County Standard Construction Specifications.

14-5 PAVEMENT MARKINGS

Replace entire section with the following:

Except where specified otherwise in these Specifications or the Special Provisions, the Contractor shall replace all crosswalks, legends and other permanent pavement markings and raised markers that have been disturbed, destroyed or covered by the Work. Damaged pavement legends shall be completely removed and crosswalks shall be removed from edge of road to centerline in accordance with section 13-2.09 "Removal of Traffic Stripes and Pavement Markings" and a sand seal or slurry seal conforming to section 14-3.04 "Seal Coat" shall be applied. Seal coat shall cover the entire pavement surface and extend a minimum of 6 inches past the areas where the legend has been removed. All edges of seal coat shall be perpendicular or parallel to the centerline of the roadway. Pavement markings shall then be replaced in accordance with section 48-2 "Thermoplastic Traffic Stripes and Pavement Markings".

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DWR STANDARD REQUIREMENTS FOR ENCROCHMENT PERMITS

POTHOLE NOTE:

Prior to beginning construction, the contractor shall pothole all drainage locations on these plans and allow utility company appointed surveys to locate the Utilities within 1/10 (0.10') of a foot. After surveys have located the utilities, the contractor shall backfill the potholed areas in accordance with Sacramento County Standard Construction Specifications. Utility companies shall review the information provided by surveys and revise the alignment of the utility lines as necessary.

DIRECTIONAL BORE TELEVISION INSPECTION REQUIREMENTS

Effective September 1st, 2022

Pre-construction television inspection shall be performed for all County Maintained storm drainage systems that are crossed by directional boring operations. Permittee must request upstream and downstream storm drain facility numbers for each pipe segment that will be crossed by the bore. County maintain facilities may include manholes, drain inlets, outfall structures and open-ended pipes, some of these structures may be outside of the County Right of Way. The TVI report will include: The Encroachment Permit Application Number, The Starting location (drainage facility number), direction of travel (with flow/against flow) and TVI date. During the TVI, the running screen will include upstream and downstream facility numbers and running footage. Defects will be photographed, and footage noted in TVI. Video inspection data, including the digital video, JPEGs and corresponding hard copy reports, shall be submitted to the County on a USB drive, DVD or SacDrive (fileshare), in a format that can be viewed on a standard windows media player or equivalent. The files shall be stored using the upstream and downstream facility numbers for each individual pipe segment. The purpose of this television inspection is to confirm the integrity of the drainage system before boring operations. Alternatively, the Contractor can expose all County utility crossings prior to bore and request visual inspection and sign off of exposed crossing, post bore and prior to backfilling operations.

Contact Information: WRDRAINENGVSWTP@saccounty.gov

Post-construction television inspections shall be performed for all storm drain systems that have been crossed by directional boring operations. These TVI reports will follow the same criteria as described above. These television inspection reports shall be submitted to the County within 5 business days of completing the underground conduit installation, or on a case by case basis, prior to asphalt restoration. Please also see ATTACHMENT A, DIRECTIONAL BORE REQUIREMENTS.

Contact Information: WRDRAINENGVSWTP@saccounty.gov

NOTES TO BE INCLUDED ON CONSTRUCTION DRAWINGS:

1. For locations where tunneling/trenching occurs under existing storm drainpipe, control density backfill shall be used consistent with Section 50-15 of the Sacramento County Standard Construction Specifications (September 2001 Revised March 2004, Revised January 2008 and Revised January 1,2016).
2. Sacramento County Department of Water Resources requires a minimum horizontal separation of 36 inches and a minimum vertical separation of 12 inches from nearest side of storm drain facility. All drainage facilities shall be field verified prior to any construction activity.
3. All drain inlets within the project limits and any downstream inlets that may be affected shall be protected using Sacramento County Standard Construction Specifications (September 2001 Revised March 2004, Revised January 2008 and Revised January 1,2016).
4. If during construction, the drainage system is damaged or found to be damaged, immediately contact the Drainage Maintenance Engineering Office by calling 311 and the inspector. Repairs shall adhere to the current Sacramento County Standard Construction Specifications.

DWR ENCROACHMENT PERMIT STORM WATER CONDITION OF APPROVAL

1. Contractor shall inspect on a daily basis all immediate access roads and gutters. At a minimum daily (or when deemed necessary by the inspector) and prior to any rain event, the discharger shall remove sediment or other construction activity related materials that are deposited on the roads and gutters (by vacuuming or sweeping).
2. A haul route plan and soil export destination locations shall be part of this permit. Grading permit/s may be required for soil disposal locations.

STANDARD CONSTRUCTION SPECIFICATIONS 10-4.03 STORMWATER QUALITY

Contractors performing construction in the County of Sacramento are required to develop and implement a Water Pollution Control Program (WPCP).

Unless specifically authorized in writing by the Agency, activities that could create water pollution (like potholing, clearing, grubbing, directional drilling, boring, or similar ground-disturbing activities) must not be performed without a written program to control water pollution.

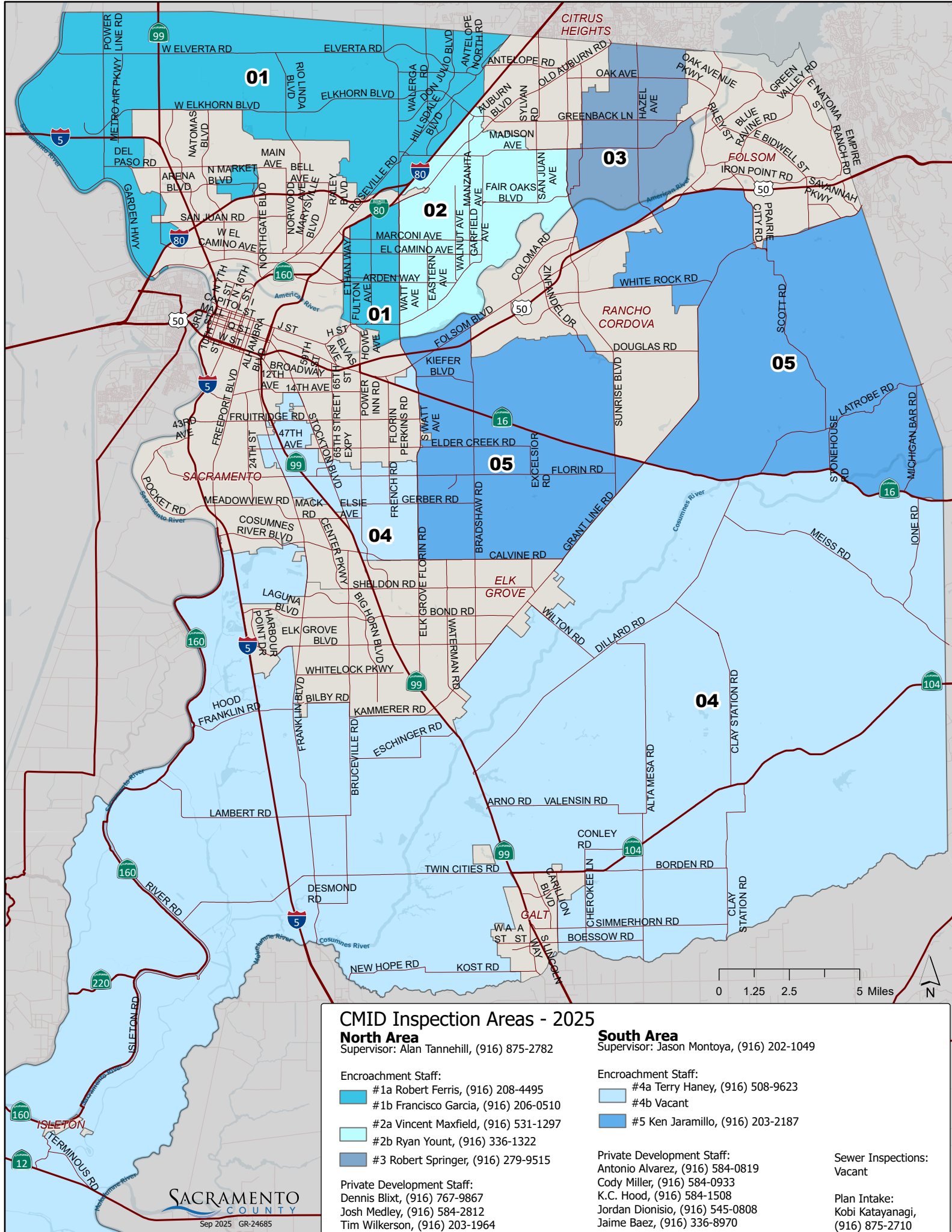
WATER POLLUTION CONTROL PROGRAM (WPCP)

The Permit holder must prepare a Water Pollution Control Program (WPCP) detailing the following:

1. A map showing:
 - a. Locations of storm drainsystem.
 - b. Locations of water lines with owner contact information.
 - c. Locations of soil stockpiles and solid waste containers.
 - d. Locations of Vehicle and equipment fueling, servicing, cleaning and storage areas.
 - e. Locations of Material storage areas.
 - f. Locations of erosion and sediment control Best ManagementPractices (BMPs).
 - g. Site drainage (flow arrows) during execution of the work.
 - h. Locations of stabilized vehicle accesses.
 - i. Locations of concrete clean out areas.
2. List of chemicals, potential pollutants, and hazardous materials to be used. For example: drilling fluids, marking paint removal solutions, etc.
3. Methods for (include copies of BMP: drawings, details, and/or descriptions):
 - a. Storm Water and Non-Storm Waterdewatering.
 - b. Street cleaning.
 - c. Managing run-on and run off.
 - d. Frack-out prevention and control.
 - e. Directional boring equipment secondary containment.
 - f. Spill prevention and control.
 - g. Handling and disposal of solid waste.
 - h. Safekeeping and secondary containment of chemicals, potential pollutants, and hazardous materials.
 - i. Storage and dispensing of fuel and lubricants.
 - j. Clean out and disposal of concrete.
 - k. Construction BMP maintenance, inspection, and repair.
 - l. Sanitation provisions.
4. Methods of site stabilization after completion of the work.
5. Construction BMP implementation and removal schedule.

The program must be available on-site and is subject to review by County personnel.

Failure to implement the program may subject the permit holder to formal enforcement actions including but not limited to a stop work notification.



CMID Inspection Areas - 2025

North Area
Supervisor: Alan Tannehill, (916) 875-2782

- Encroachment Staff:
- #1a Robert Ferris, (916) 208-4495
 - #1b Francisco Garcia, (916) 206-0510
 - #2a Vincent Maxfield, (916) 531-1297
 - #2b Ryan Yount, (916) 336-1322
 - #3 Robert Springer, (916) 279-9515

Private Development Staff:
Dennis Blixt, (916) 767-9867
Josh Medley, (916) 584-2812
Tim Wilkerson, (916) 203-1964

South Area
Supervisor: Jason Montoya, (916) 202-1049

- Encroachment Staff:
- #4a Terry Haney, (916) 508-9623
 - #4b Vacant
 - #5 Ken Jaramillo, (916) 203-2187

Private Development Staff:
Antonio Alvarez, (916) 584-0819
Cody Miller, (916) 584-0933
K.C. Hood, (916) 584-1508
Jordan Dionisio, (916) 545-0808
Jaime Baez, (916) 336-8970

Sewer Inspections:
Vacant

Plan Intake:
Kobi Katayanagi,
(916) 875-2710

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 28, 2026 REGULAR MEETING

Subject:	Discussion and Possible Action to Approve the Addition of a Management Technician/Management Analyst Position
Status:	Action
Report Date:	April 22, 2026
Prepared By:	Annie Liu, Director of Administrative Services

OBJECTIVE:

Consider approving the addition of a Management Technician/Management Analyst position to support Administrative Services functions.

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District (District) has established a strategic focus that supports deliberate planning and budgeting for future service and infrastructure needs. Through this process, the District has identified several large-scale capital reinvestment and asset management projects, along with necessary system improvements expected over the coming decades. These needs are further influenced by anticipated regulatory changes and continued in-fill population growth.

In 2019, the District recognized that successfully implementing these long-term initiatives would require additional staffing. A staffing study conducted in 2021 resulted in the Projected Staffing Requirements Report – Years 2021 Through 2045. The report projected an increase in Full-Time Equivalent (FTE) staff from 36 in 2021 to 43 by 2025, 49 by 2030, and 53 by 2045.

Despite these projections, the District has delayed adding positions by improving organizational efficiency and maximizing existing staff capacity. Historically, two FTEs within Administrative Services have supported a wide range of functions, including Board support, payroll, human resources, risk management, records management, Clerk of the Board duties, strategic planning, and special projects. Due to limited internal resources, key functions such as payroll, recruitment, and critical projects have been either outsourced or delayed. As the District continues to build capacity to meet Board-directed Strategic Planning objectives and increasing complex operational needs, this approach no longer meets operational requirements or aligns with best practices for supporting the District’s strategic objectives.

There is now a time-sensitive need to expand administrative staffing, particularly to support day-to-day operations and as an outgrowth of Enterprise Resources Planning (ERP) implementation, a Strategic Planning objective. With only two staff members balancing routine

responsibilities alongside new ERP-related functions such as in-house payroll processing, workload requirements necessitate additional resources.

As part of the new ERP implementation, the District has transitioned payroll operations in-house beginning January 2026. Historically, payroll services were outsourced to ADP at an annual cost of approximately \$26,000 in 2025. While ADP provides adequate payroll solutions for small businesses, it is not specifically designed to meet the complex requirements of government agencies. Payroll functions unique to public sector organizations—such as PERS reporting, Deferred Compensation, and other specialized benefits—require additional administrative effort and resources that are not easily quantifiable under the current system.

Additionally, the lack of integration between ADP and the District’s financial and asset management systems necessitates significant manual effort. Staff must reconcile payroll data with financial reports and ensure accurate tracking across Capital Improvement Program (CIP) projects and operational work orders, resulting in inefficiencies and increased workload.

The total annual cost for the proposed position is estimated to range from \$120,237 to \$156,615, depending on the selected candidate’s experience. These costs would be partially offset by savings from eliminating the ADP contract and reducing outsourced support for peak workloads, as illustrated in the chart below.

Estimated Annual Cost for the new position	
Salary Range:	\$85,301 - \$115,149
Benefits:	\$34,936 - \$41,466
Total Annual Costs:	\$120,237 - \$156,615
Budget Factors	
Estimated Annual Cost for midpoint position	\$138,436
Savings from ADP contract	(26,000)
Average savings from outsourced recruitment function*	(51,000)
Savings from other peak workloads support	(10,000)
Estimated quantifiable budget impacts	\$51,436
*Estimated 2 recruitments per year at \$25,500 each	

This position is expected to support the District’s long-term operational needs, improve efficiency through system integration, reduce reliance on external vendors, and generate additional cost savings over time. If approved, this position may be filled as either a Management Technician or a Management Analyst depending on the qualifications of the candidate, resulting in one additional full-time equivalent position (FTE).

RECOMMENDATION:

Approve the addition of a Management Technician/Management Analyst position to support Administrative Services functions.